

March 27, 1963

6027110

N68 23026

CODE-1

NASA TMX 50 889

LAUNCH OPERATIONS CENTER
PROGRESS REPORT
(Support Operations)

OTS PRICE

XEROX

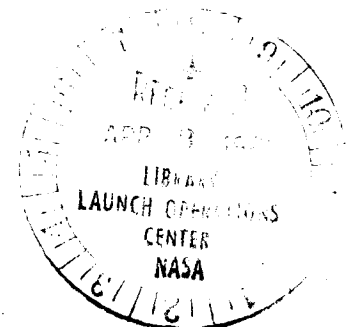
\$

4.60 ph

MICROFILM

\$

158 pf.



LOAN COPY ONLY
DESTROY
LIBRARY

SQT-7069

CONTENTS

| | <u>Page</u> |
|--|-------------|
| I COMMUNITY DEVELOPMENT | 1 |
| II SAFETY | 3 |
| III PUBLIC RELATIONS | 5 |
| IV LEGAL (Not submitted for this reporting period) | |
| V FINANCIAL MANAGEMENT | 7 |
| VI SUPPORT SERVICES | 9 |
| VII PROGRAM COORDINATION AND MANAGEMENT (not submitted for this reporting period) | |
| VIII SECURITY | 29 |
| IX PERSONNEL | 32 |
| X TECHNICAL INFORMATION | 34 |
| XI MSFC LIAISON | 41 |

INTRODUCTION

This report contains information relative to support operations activities within the Launch Operations Center from February 13, 1963 through March 12, 1963. A similar progress report, relative to work accomplishment in all major space programs during this period, is prepared under separate cover. Persons desiring copies of either progress report should contact the Reports and Publications Branch (LO-JR).

I COMMUNITY DEVELOPMENT

A. Airport

Launch Operations Center transportation requirements, which require expansion of existing airport facilities, were provided to the Cocoa-Titusville Airport Authority by the LOC Transportation Office. The Airport Authority has applied to the Federal Aviation Agency for Federal assistance to expand airport facilities. It is expected to obtain the monies required (approximately \$1.3 million) on the matching-fund basis. Federal funds must be made available from the FAA FY64 budget.

B. Higher Education

1. The Florida Space Era Education Study recently recommended to the Governor of Florida and the Florida Board of Control that the 1963 Legislature authorize the Board of Control to establish and operate a new State University in the Canaveral-Orlando-Daytona Beach area. The highlights of this recommendation are:

a. That funds be appropriated for use during the 1963-65 biennium to cover the expenses incurred by the Board in acquiring a site and securing a president and initial staff to assist the Board in developing plans for the University to admit students by the fall of 1967

b. That admission to the University at the time of its opening include freshmen and juniors

c. That Colleges of Arts, Sciences, Business Administration, Education, and Engineering be incorporated in the University structure on a scheduled basis

d. That the institution be designed to grow into a university with graduate study to the doctoral level with supporting research and that graduate study be authorized, a field at a time, in terms of justified need and faculty resources

e. That the teaching, research and other services be oriented toward scientific, engineering, and business developments related to modern Florida

f. That the planning and growth of the University be at the most rapid rate consistent with high academic quality and financial feasibility.

C. Housing

The Brevard County Board of Commissioners proposed that trailer park facilities be made available in the NASA MILA. This was done in an effort to recoup some of the taxes lost by the county due to land acquisition by NASA. A survey has been completed by the Community Development Office which shows that existing and projected multi-family and single family dwellings will be adequate. The Community Development Office (which is not in agreement with this proposal) has completed a file showing that the proposed facilities would not be in the best interest of Brevard County and NASA.

D. Joint Community Impact Coordinating Committee

The Community Development Office, together with the USAF and the State of Florida, is revising "Selected Facts and Figures on the Cape Canaveral Impact Area" dated October 1962.

E. East Central Florida Regional Planning Council

1. The Community Development Office with the Protocol Office acted as

host during a tour of the Cape for a group of planning consultants from various parts of the county along with members of the Council. The Martin-Marietta Corporation furnished an airplane for an air tour of the six-county impact area. A luncheon given by the USAF followed the group's arrival at PAFB.

2. A Community Development Office representative attended a full-day conference in Winter Park, Florida of the visiting planning consultants and a selected panel of Council members. This conference dealt with short- and long-range problems of the impact area in land use, zoning, population projections, industrial development, urban renewal and allied areas. This meeting was the second of four panel conferences being held to develop an impact plan to be implemented during the summer of 1963.

F. Traffic Control (Safety)

Representatives of the Florida State Highway Patrol, Sheriff's Office of Brevard County, Impact Committee, NASA, and PAFB attended a Traffic Control meeting which was called by the Commanding General of PAFB because of five fatal accidents which occurred during the past ninety days in this locale. It was suggested by the Impact Committee representative that a Safety Subcommittee be created under the Impact Committee. NASA will be asked to furnish a representative for this Subcommittee.

II SAFETY

A. Use of Radioactive Source

Guidance was provided to MSC for using a cobalt 60 source (68 mc) to check the operation of an ionization instrument for the Mercury capsule. This Office acted as temporary custodian of the cobalt source, requested and reviewed an informal standard operating procedure (SOP) and performed monitoring during initial operation. During operation it was revealed that the area and equipment used was not suited for the test, that personnel had not been properly trained and that a proper monitoring instrument was not available "in-house." Remedial action is being taken by the Safety Office and upon its formation the Radiological Safety Committee will be asked to review a proposed RADSAFE Program Directive.

B. Coordination of Safety Efforts

The Safety Director from GSFC, Greenbelt, Maryland visited this Office on February 13-14, 1963 to discuss coordination of safety efforts. Upon his recommendation all GSFC field unit injury reports will be routed through LOC to GSFC.

C. Incident of Interest

A fire at the Environmental Laboratory, MSC (Hangar S area) occurred at approximately 1545 hours on February 11, 1963. A group of PAA maintenance men were sweating an elbow on a copper drain line from the dehumidifier in order to extend the line through the building wall and into the drain. The fire developed about 45 minutes after work had been completed. The direct cause of fire was attributed to allowing torch flames to come in contact with combustible material inside the wall. An indirect cause was attributed to failure in extending the drain line past the outer surface of the building wall. Damage was estimated at less than \$150. Control measures to prevent future incidents of this type are being discussed with PAA.

D. Operational Survey

Members of this Office observed the X-ray technique for inspecting welds. The inspection was performed on the launch pedestal of LC-37B by the Law Engineering and Testing Corporation on February 20, 1963. This specific type of operation involved use of two 10-curie cobalt 60 sources to check spot welds at the 29 to 35-foot level. Personnel performing the operation were well trained and procedures and records followed in accordance with the Federal Register. The over-all safety rating was excellent with the exception that radiation warning signs on exterior of the cobalt source container (pig) and in the exclusion area (to include average dosage level) were not provided as required by AEC standards.

E. Research Proposal Review

At the request of NASA Headquarters (MLO) a proposal by Avco Corporation for research into "Mechanisms of Inadvertent Initiation of Explosives Devices" was reviewed. The review indicated that the proposal included a considerable duplication of the effort that many groups in this field had made during the past 15 years, i.e., "hot spot theory of initiation", initiation by impact, shock, etc., and by RF energy and static electricity. This Office recommended that initial work consist of a literature

survey with a summary and analysis of the present scope of the problem and that such major problem areas be selected for possible further study.

F. Meetings

Representatives of this Office attended meetings with a group of government experts who were selected by members of the Armed Services Explosives Safety Board (ASESB) work group to establish test criteria for classifying the hazards of large solid propellants. The present program for accomplishing this is being sponsored by the Air Force Systems Development Command for Titan II applications. It is felt that the resulting program will complement the liquids program presently being established by PAFB, LOC and MSFC.

G. Disabling Injury

1. The first disabling injury of the year occurred on February 9, 1963 at LC-34 (Saturn 4 engine level) while a spaceflight mechanic was moving an engine servicing stand. The stand momentarily became snagged in the platform grating and upon release struck the employee's left knee. Although the injury was considered minor it resulted in 10 days of lost time during February, 1963. The employee has been unable to return to duty.

2. The LOC/LVOD disabling injury frequency rate for February, 1963 is 7.69 accidents (per million man-hours worked) and the severity rate is 423.05 (days lost per million man-hours worked). A total of seven minor injuries to LOC/LVOD Civil Service employees and 14 minor injuries to MSC, GSFC, JPL and contractor employees were reported.

III PUBLIC RELATIONS

A. Public Information

1. Ten tours were conducted including tours for personnel representing the New York Herald Tribune, Washington Post, Melbourne Daily Times, Thomas Y. Crowell Company, National Geographic Magazine, USIA, Chrysler Corporation's advertising agency, Voice of America, and Business Week Magazine. In addition Business Week Magazine representatives were given a comprehensive briefing on NASA functions.

2. Press coverage was arranged for Delta Day ceremonies at Launch Complex 17.

3. The Mercury spacecraft model was exhibited at the Central Florida Fair, Orlando, Florida from February 25 through March 2, 1963.

4. Fifteen news releases were written and published concerning: six contracts awarded by NASA, two Deputy Directors being named at OMSF, appointment of the LOC Deputy Director, Delta Day ceremonies, Orbiting Solar Observatory (OSO-1) completing one year in orbit, signing of Lunar Excursion Module contract, award of 15-year and 20-year Federal Service pins, and a Suggestion Award presentation. A photograph of Grumman Aircraft Engineering personnel at MSC briefing was also released.

5. The Chief, Public Information Office was in New York, New York during March 2-5, 1963 to view a film which Mr. D. Brainerd Holmes, OMSF will use for a Congressional presentation. Public Information Office personnel attended a Radio-TV information coverage meeting in New York, New York, March 7-10, 1963.

6. Thirty-three films were loaned to various organizations. Ten thousand leaflets were sent to the Central Florida Fair, Orlando, Florida. Approximately 250 booklets were mailed and distributed in response to written inquiries and 500 telephone inquiries were answered.

B. Protocol

1. There were 1,592 visitors to the Launch Operations Center. Some of the notable visitors were:

His Excellency Somchai Amunan-Rajadhon, Thailand Ambassador

Mr. G. A. Gedat, Member of Parliament, West Germany

Mr. H. Roeber, Ministry of Interior, West Germany

Prof. Audovin Charles Dollfus, Paris Observatory, Meudon, France

Mr. Smitherman, British Consul at Miami, Florida

Representative Frances Bolton (Rep. - Ohio)

Representative Ken Hechler (Dem. - W. Va.)

Vice Adm. Taylor, Commander, Anti-submarine Warfare Force,

U. S. Atlantic Fleet

Rear Adm. Speck, Commander, Cruiser/Destroyer, U. S. Atlantic Fleet

Lt. Gen. Burns, Inter-American Defense Board

Ambassador John D. Jernegan, State Department Liaison with Air War College

Maj. Gen. Robert Taylor, Commandant, Air War College

Brig. Gen. Peers, Joint Chiefs of Staff, Liaison to Joint Strategic Target Planning Staff

Dr. Homer Newell, Director, Office of Space Sciences, NASA
Adm. W. F. Boone, Dep. Assoc., Administrator for Defense Affairs,
NASA

Dr. Harry Goett, Director, GSFC

Mr. Milton Cummings, President, Brown Engineering Company

Mr. B. Litschgi, Communications Satellite Corporation

Mr. Rockwell, Pres. and Chairman of Board, Rockwell Standard Corp.

2. Forty-six foreign nationals representing Germany, Japan, Argentina, Australia, Brazil, Israel, Thailand, England, France and Greece visited LOC:
3. Twenty-three conferences were arranged.
4. Five official breakfasts, three luncheons, and one dinner were arranged.
5. The Protocol Office gave or arranged 210 briefings.
6. Eighty tours of the Cape were conducted.
7. Fourteen airplanes were met at PAFB and at the Orlando and Melbourne Airports.
8. Seventy-one motel reservations were made.

V FINANCIAL MANAGEMENT

A. General

1. Representatives of the Financial Management Office attended a PERT and Companion Cost Conference at the Jet Propulsion Laboratory, Pasadena, California at which many of the problems inherent to the financial management area were discussed and solutions offered.

2. In a conference held at Brookley AFB, Alabama on February 27-28, 1963 problems of providing substantiating (backup) information of SF-1080 billings from the Air Force G.E.E.I.A. were discussed and eliminated.

B. Administrative

1. Plans have been completed for incorporating of all Financial Management Office personnel within the Kabboord Building in Cocoa Beach.

2. Three clerks will be assigned to the Voucher Unit for eliminating the backlog of disbursing functions.

3. Mail received and distributed (20,769 pieces).

4. Checks and bonds sorted and distributed to LOC, MSC and LVO (3,637).

C. Internal Review

1. A review of Real Property Accountability and Procedures was performed and a report issued in February, 1963. Two special reviews were requested, completed and reports issued to requesting Management officials.

2. The General Accounting Office (GAO) team auditing the NASA land acquisition program anticipates conclusion of audit work on or about March 28, 1963. An exit conference with LOC officials will be held at that time.

3. Another GAO team (consisting of six auditors) is continuing a survey of AMR functions such as transportation, supply and photographic services. The survey is centered at PAFB with similar functions extended to NASA-AMR.

4. A representative of the Audit Division, NASA Headquarters visited this Office recently to discuss audit cognizance and coverage of LOC financial activities by the NASA Audit Division and Internal Review Branch (LOC). The Internal Review Branch will continue its efforts according to the currently approved plan and will complement Audit Division activities after the local Regional Audit Office is fully staffed.

D. Budget

1. During February, 1963 the following changes were made in approved funds, available to LOC:

a. Research, Development and Operation direct funds:

| | Approved Funds | Sub-allotments Issued |
|---------------------------------|------------------------|-----------------------|
| Travel | No Change | + \$ 30,000 |
| Institutional Support | No Change | + 2,276 |
| Supporting Technology | \$ - 819,000 | No Change |
| Advanced Studies | + 665,000 | None |
| Reimbursable, USAF | - 100,000 | No Change |
| TOTAL | \$ - 254,000 | + \$ 32,276 |

b. Construction of Facilities (C of F) direct funds:

| | Approved Funds | Sub-Allotments Issued |
|-------------------|------------------------|--------------------------|
| FY 1962 | + \$ 538,900 | No Change |
| FY 1963 | 3,471,700 | None |
| | <u>+ \$4,010,600</u> | <u>No Change</u> |

c. Sub-allotments from MSFC:

| | |
|-----------------------------|--------------|
| Personnel Costs | + \$ 664,000 |
| Travel | + 25,000 |
| Saturn 1, FY 63 | - 360,000 |
| Saturn I/Agenda D | - 35,000 |

2. Two FY personnel salary and benefits estimates, including revisions of the FY 64 estimate and projections through FY 68, were prepared.

3. Analyses of FY 63 personnel salaries and benefits reflecting actual obligations through January, 1963 and projections from February 1 through June 30, 1963 were prepared.

4. Budget Office personnel assisted in revising the LOC organizational chart for submission to NASA Headquarters.

5. A liaison visit was made to MSFC, Huntsville, Alabama resulting in an agreement that for the C of F, MSFC will upon receipt of current working estimates from the Corps of Engineers, amend applicable NASA-Defense Purchase Request to reflect required reprogramming and transfer MSFC funds to proper C of F line items. This has been a problem area since the beginning of this fiscal year and it is felt that this agreement will remedy the situation.

6. Analysis of LOC travel costs during February, 1963 indicates that TDY travel commitments were on a par with the average monthly commitment for the first six months of the fiscal year whereas Permanent Change of Station (PCS) travel commitments remain below average.

7. Travel (TDY) by the Quality Assurance Division, MSFC (in support of LOC) is being funded by MSFC for FY 63 in accordance with an agreement "Working Agreement, Launch Operations Center and George C. Marshall Space Flight Center Regarding Quality Assurance Support to Launch Operations Center" between Dr. Debus and Dr. Von Braun which was signed on December 28, 1962.

VI SUPPORT SERVICES

Narratives and bar charts (integrating the activities of this month with those of previous months) reflecting accomplishments are as follows:

A. Administrative

1. Documentation

a. During February and March two microfilming procedures were prepared by this Office. A procedure on the microfilming of drawings was prepared for the Facilities Office, submitted for review and changed upon receipt of comments. The procedure was explained in detail to a group of Facilities Office personnel during the first week in March, 1963. The second microfilming procedure was prepared for the Launch Support Equipment Office at Huntsville, Alabama. It will be forwarded for review during the last week in March.

b. Approximately 25,000 various types of documents were received of which 20,000 documents were from Michoud Operations, Louisiana. A complete order from Philadelphia, Pennsylvania of all Federal Specifications consisting of approximately 3,000 documents was received. These documents were ordered for the Facilities Office. Over 2,000 other type documents have been received from Philadelphia, Pennsylvania for which this Office is on automatic distribution. Included are new documents, amendments, revisions and cancellation notices. Work continues on filing documents of the Michoud Operations shipment and will be completed at an early date. After filing, screening of these documents against the DOD Index will begin.

c. A representative of this Office traveled to the Corps of Engineers Office in Jacksonville, Florida to discuss use of 105 mm microfilming (construction and architectural drawings). It was determined that a 35 mm program would be more suitable for the required LOC purpose.

d. Approximately 125,000 aperture cards were received. IBM equipment needed for the microfilm program will be delivered at an early date. Delivery of the equipment will intensify the need for additional space.

e. Telephone orders for documents totaled 178. Of these 128 were in file and 50 were ordered from various sources.

2. Mail Management

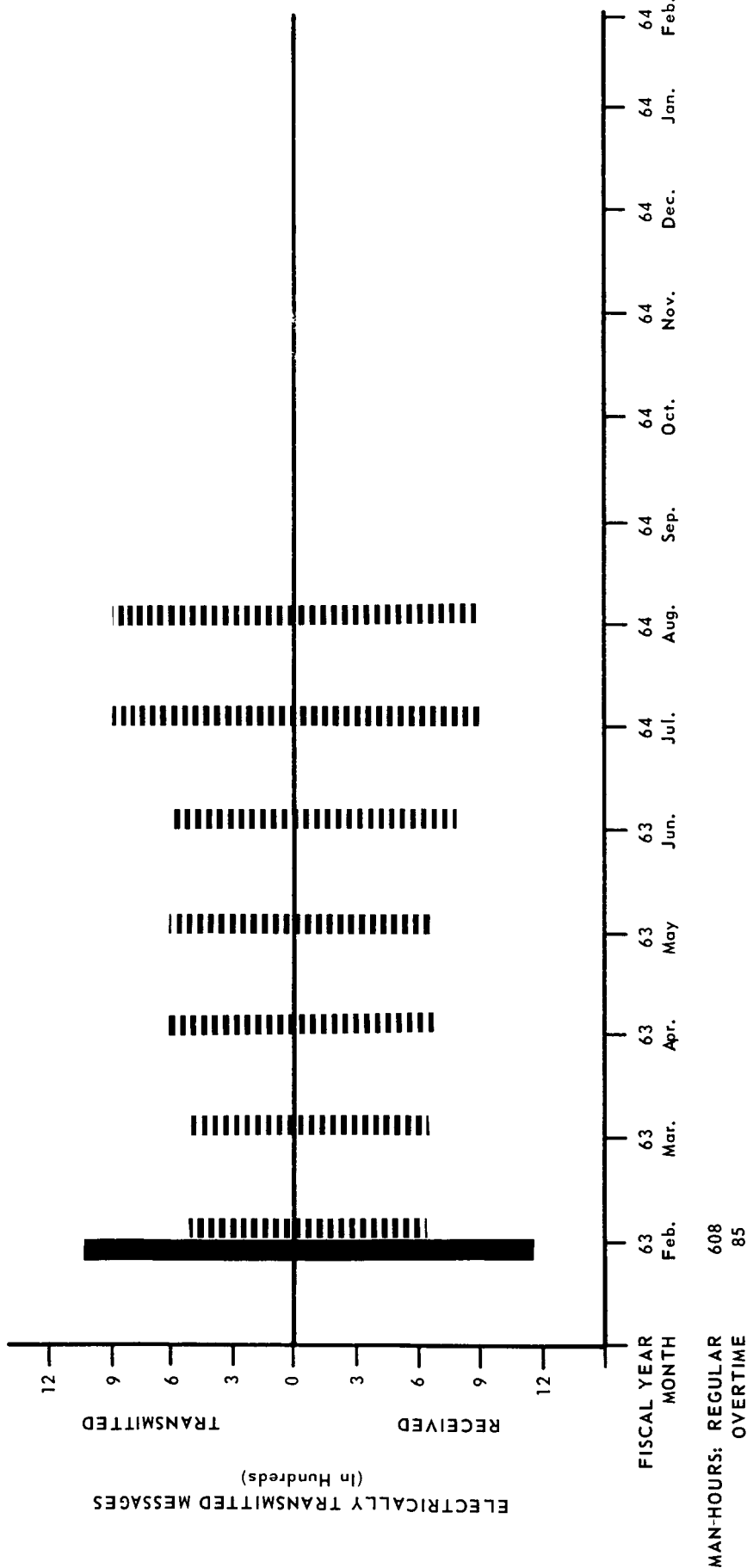
a. A contract was let for a mail van which will permit enroute mail distribution. Delivery is expected by April 1, 1963. For the interim period, a temporary loan vehicle has been obtained. This vehicle will be utilized for making mail deliveries to and from the Complexes, delivery and stocking of forms at the North Gate Forms Storage, transportation for personnel at MSC and the Kabboord and CAC Buildings in Cocoa Beach, and for special mail deliveries.

b. An article (illustrated) for the "Spaceport News" depicting Mail Management Services was prepared. It is felt that through this media a better understanding of Mail Management Services was gained.

c. Personal contact with various LOC offices in regard to mail handling problems has resulted in a better understanding and increased efficiency in over-all LOC mail handling and distribution procedures. Several special distribution lists were developed through use of automated addressograph equipment which will improve distribution and result in the saving of many man-hours.

SUPPORT SERVICES OFFICE ACTIVITY CHART OF ADMINISTRATIVE BRANCH COMMUNICATIONS SECTION

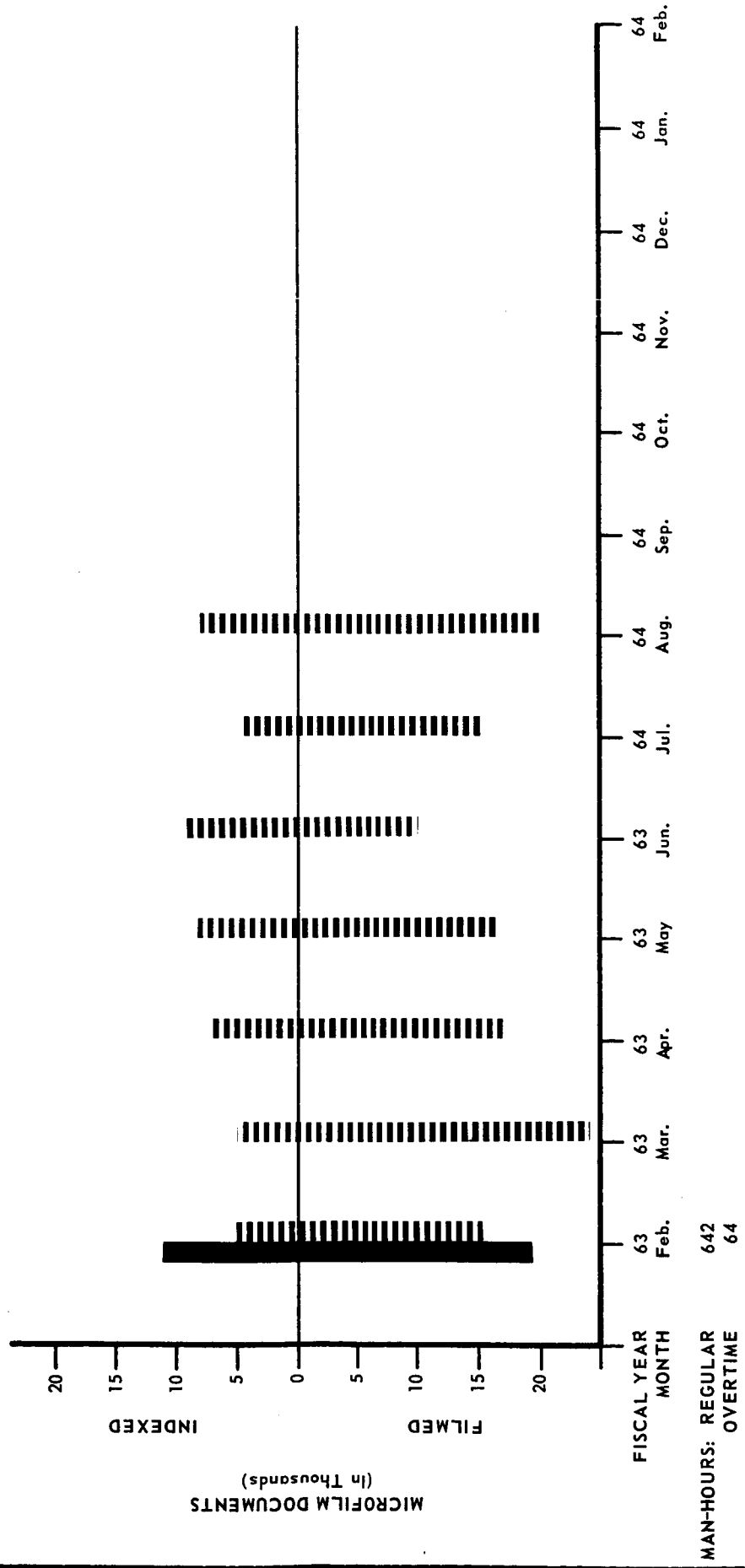
COMPLETED
PROJECTED



Electrically Transmitted Messages include messages received and transmitted by teletype and data-fax machines and all incidental work.

SUPPORT SERVICES OFFICE
ACTIVITY CHART OF THE ADMINISTRATIVE BRANCH
DOCUMENTATION SUPPORT SECTION

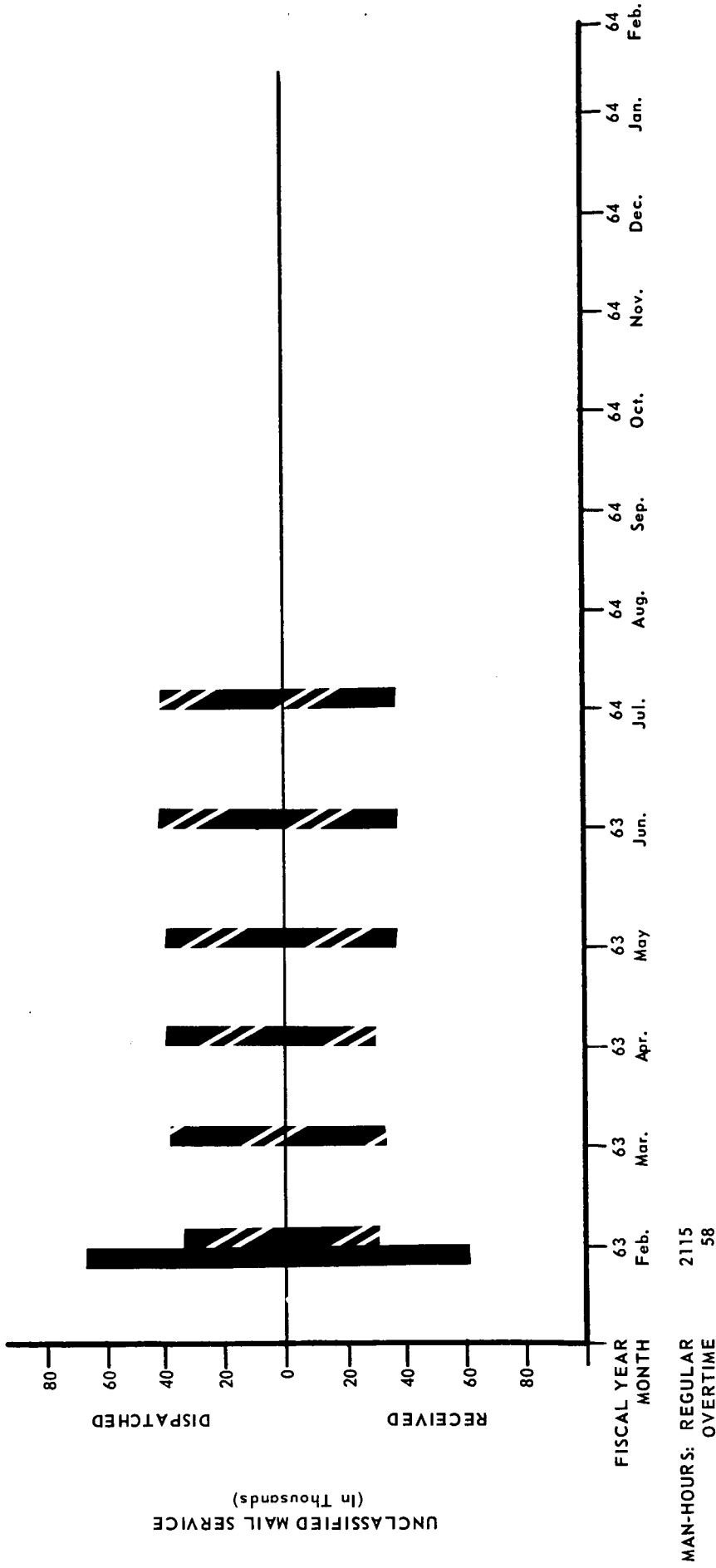
■ COMPLETED
▤ PROJECTED



Work units include, in addition to documents and cards indexed and filmed, all clerical functions required.

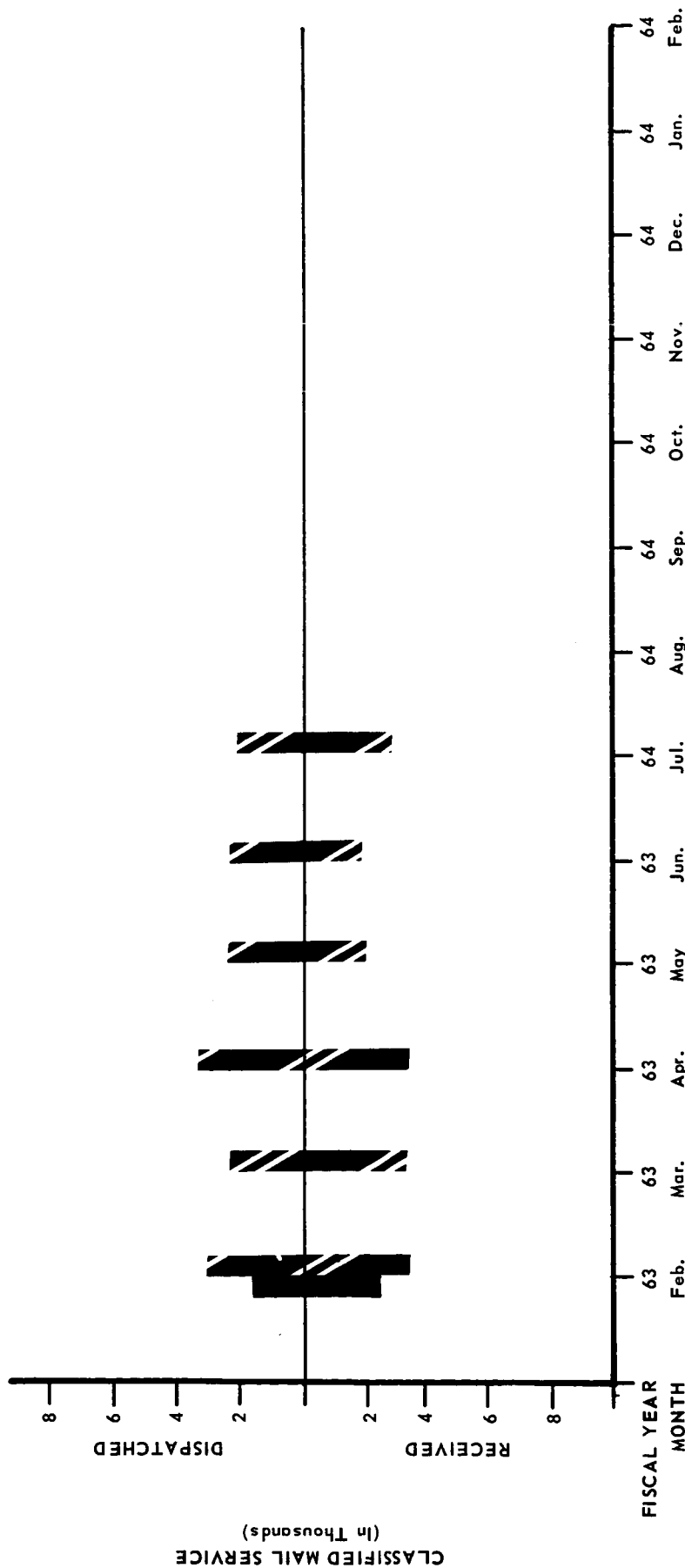
SUPPORT SERVICES OFFICE
ACTIVITY CHART OF ADMINISTRATIVE BRANCH
MAIL MANAGEMENT SECTION

COMPLETED
PROJECTED



Unclassified Mail Services include, in addition to the handling of packages, records management, files maintenance, and messenger services.

**SUPPORT SERVICES OFFICE
ACTIVITY CHART OF ADMINISTRATIVE BRANCH
MAIL MANAGEMENT SECTION**



CLASSIFIED MAIL

DESTROYED 2310

MAN-HOURS: REGULAR 381
OVERTIME 50

REGISTERED PACKAGES
RECEIVED 250
DISPATCHED 35

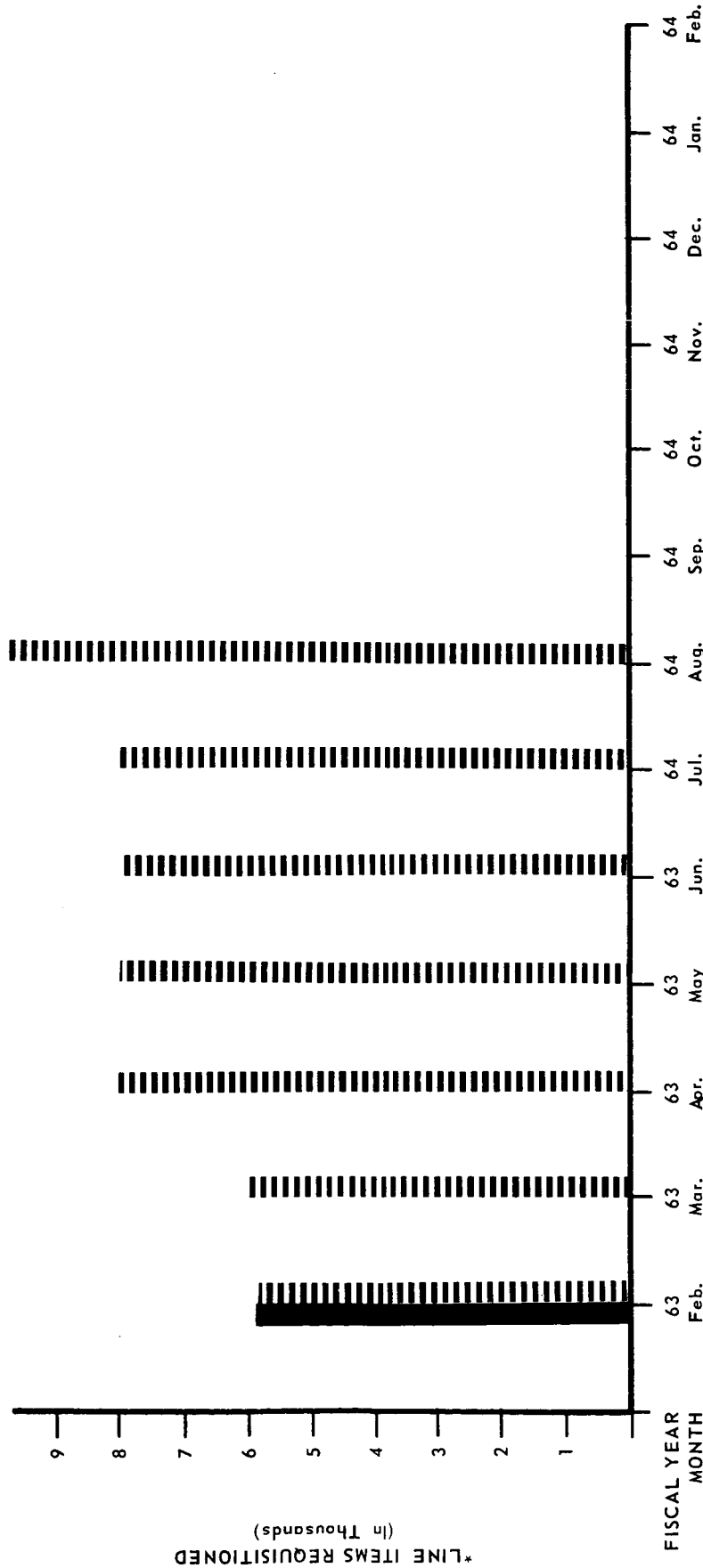
Classified Mail Service: Included in the work units are typing of receipts, filing of receipts, and other incidentals relative to the handling of classified mail.

B. Property Management

Property Management Branch activities are reflected in bar charts on following pages.

**SUPPORT SERVICES OFFICE
ACTIVITY CHART OF PROPERTY MANAGEMENT BRANCH
SUPPLY MANAGEMENT SECTION**

■ COMPLETED
▤ PROJECTED



*LINE ITEMS REQUISITIONED
(In Thousands)

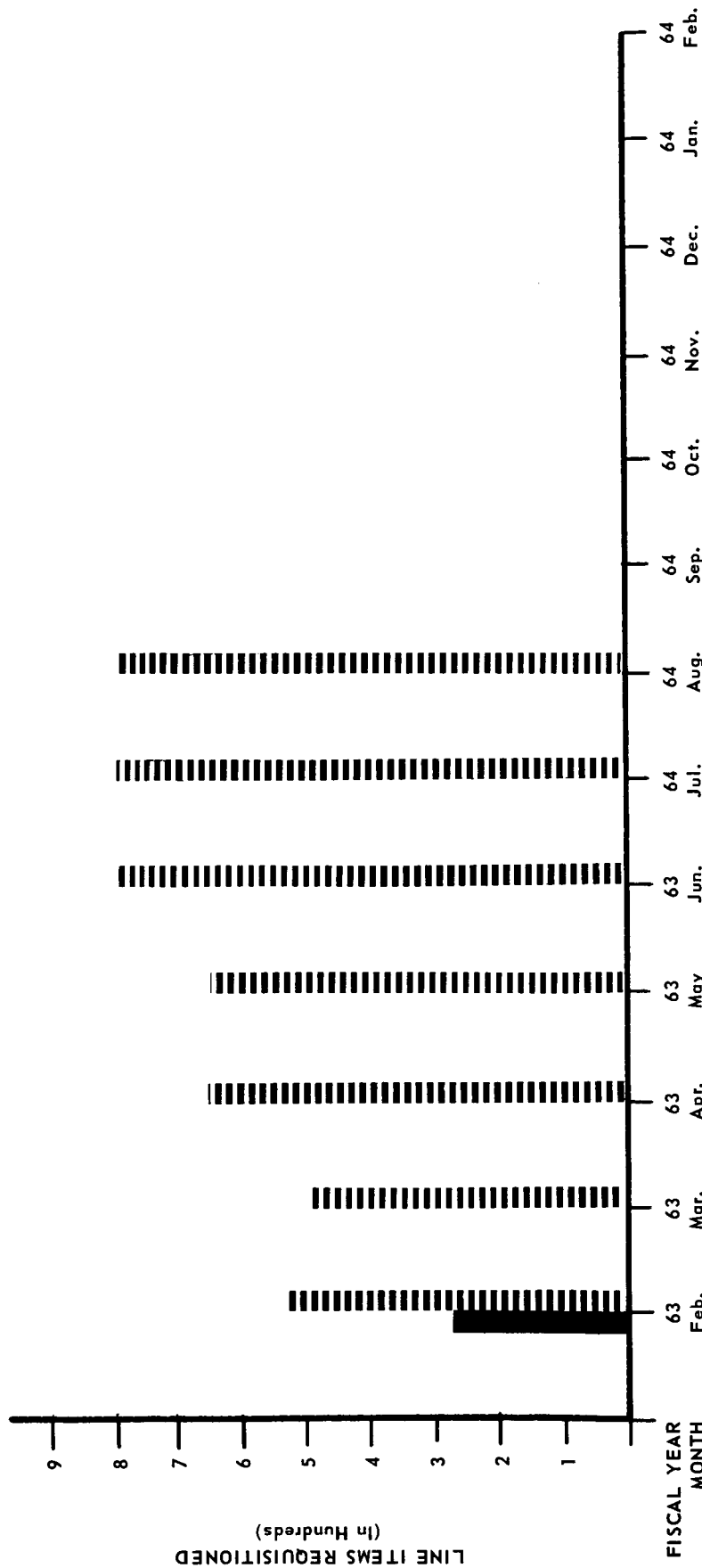
MAN-HOURS: REGULAR 1442
OVERTIME 485
ORDERS EXPEDITED 3703
CALLS IN & OUT 1775
REC. RPTS. PROCESSED N/A
BACK LOG 679

*Line Item is a particular part or group of the same particular parts.

Data are as of the last day of the month and reflect the number of Line Items requested and processed.

SUPPORT SERVICES OFFICE
ACTIVITY CHART OF PROPERTY MANAGEMENT BRANCH
EQUIPMENT MANAGEMENT SECTION

■ COMPLETED
▤ PROJECTED

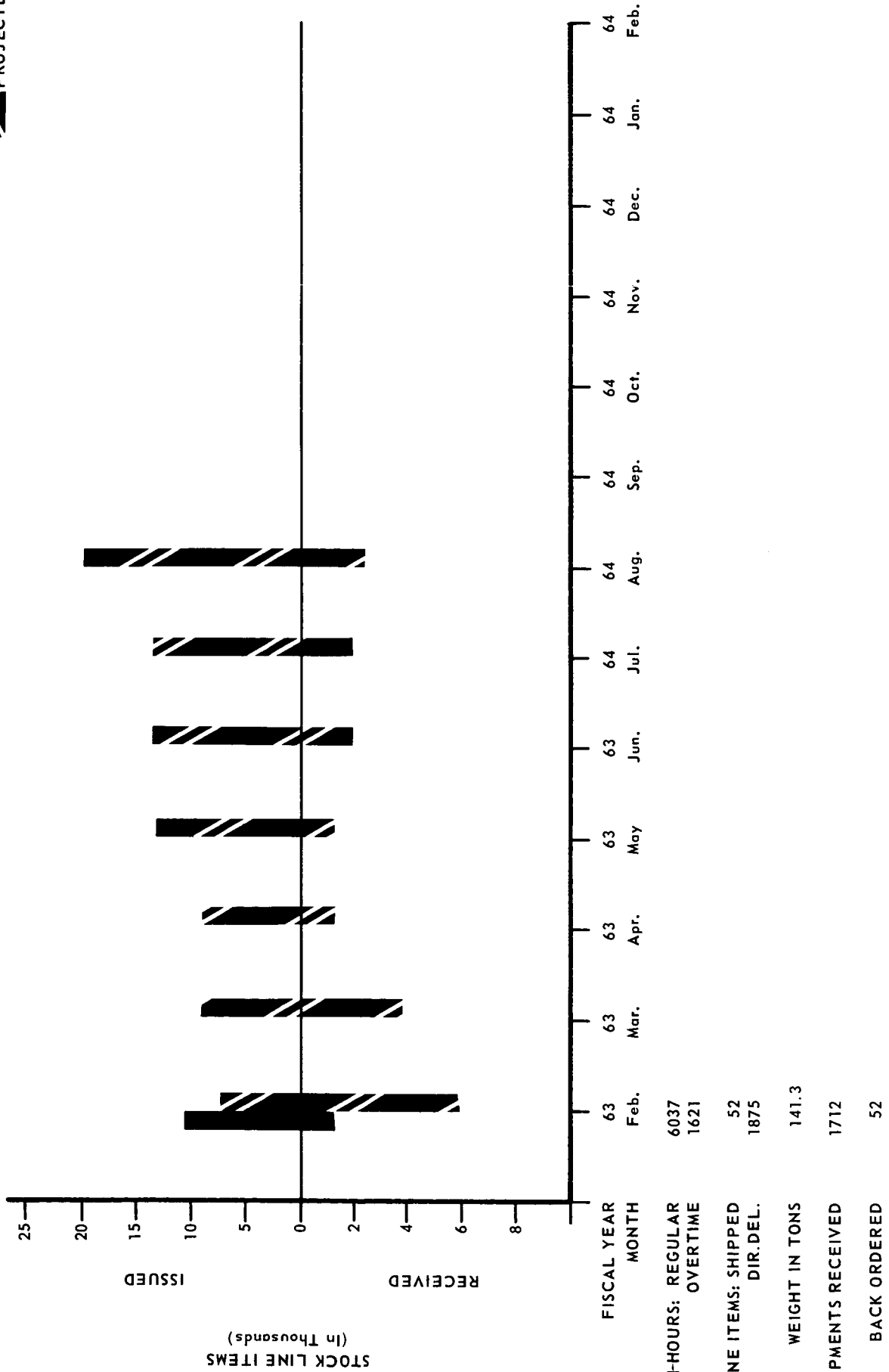


Data are as of the last day of the month and reflect the number of Line Items requested and processed.

*Line Item is a particular part or group of the same particular parts.

SUPPORT SERVICES OFFICE ACTIVITY CHART OF PROPERTY MANAGEMENT BRANCH STORAGE SECTION

COMPLETED
PROJECTED

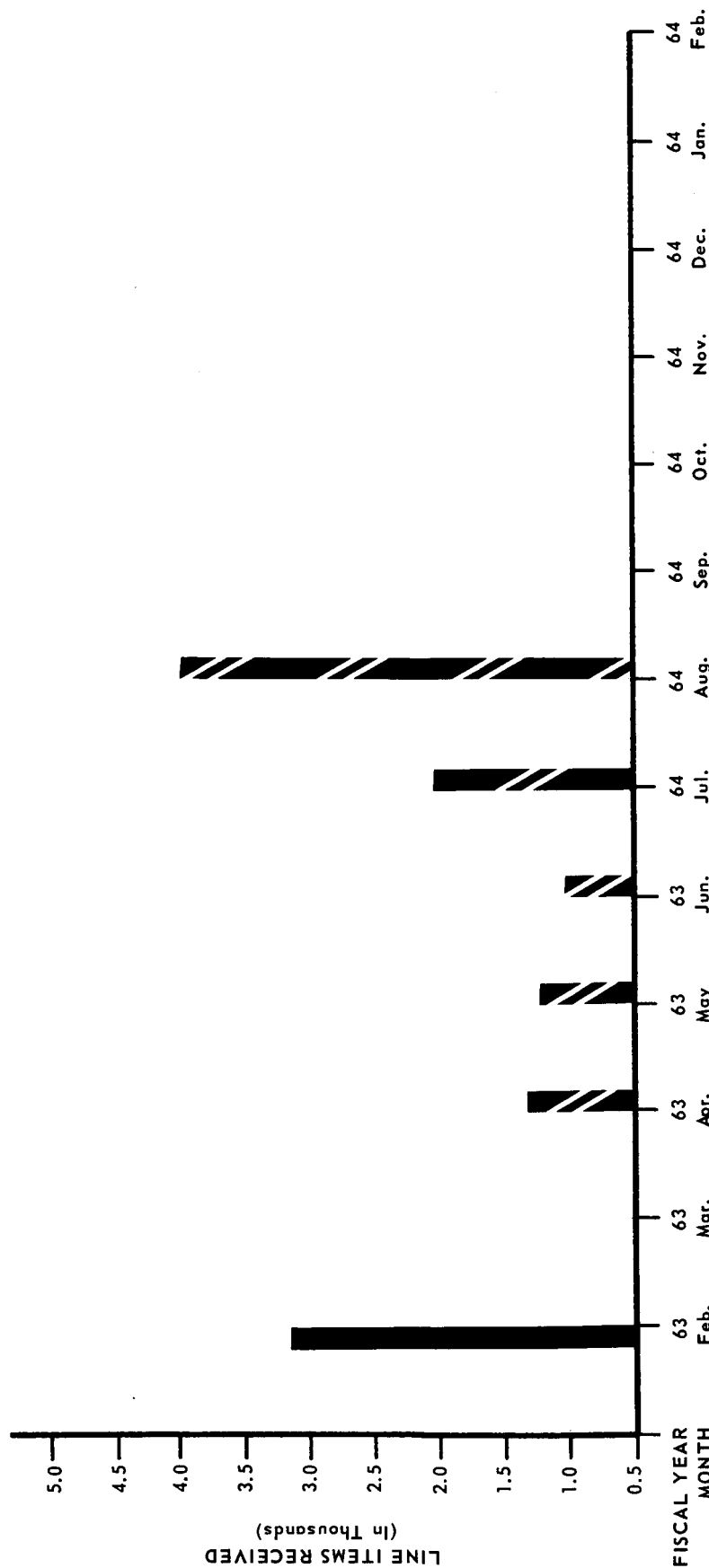


Data are as of the last day of the month and the graph reflects General Stores and Vehicle Spares, stocked Line Items only.

*Line Item is a particular part or group of the same particular parts.

SUPPORT SERVICES OFFICES
ACTIVITY CHART OF PROPERTY MANAGEMENT BRANCH
VEHICLE SUPPORT MANAGEMENT SECTION

COMPLETED
PROJECTED



MAN-HOURS: REGULAR 1499
OVERTIME 418.5

LINE ITEMS REQ'D. 663

LINE ITEMS ISSUED 1037

LINE ITEMS SHIPPED 122

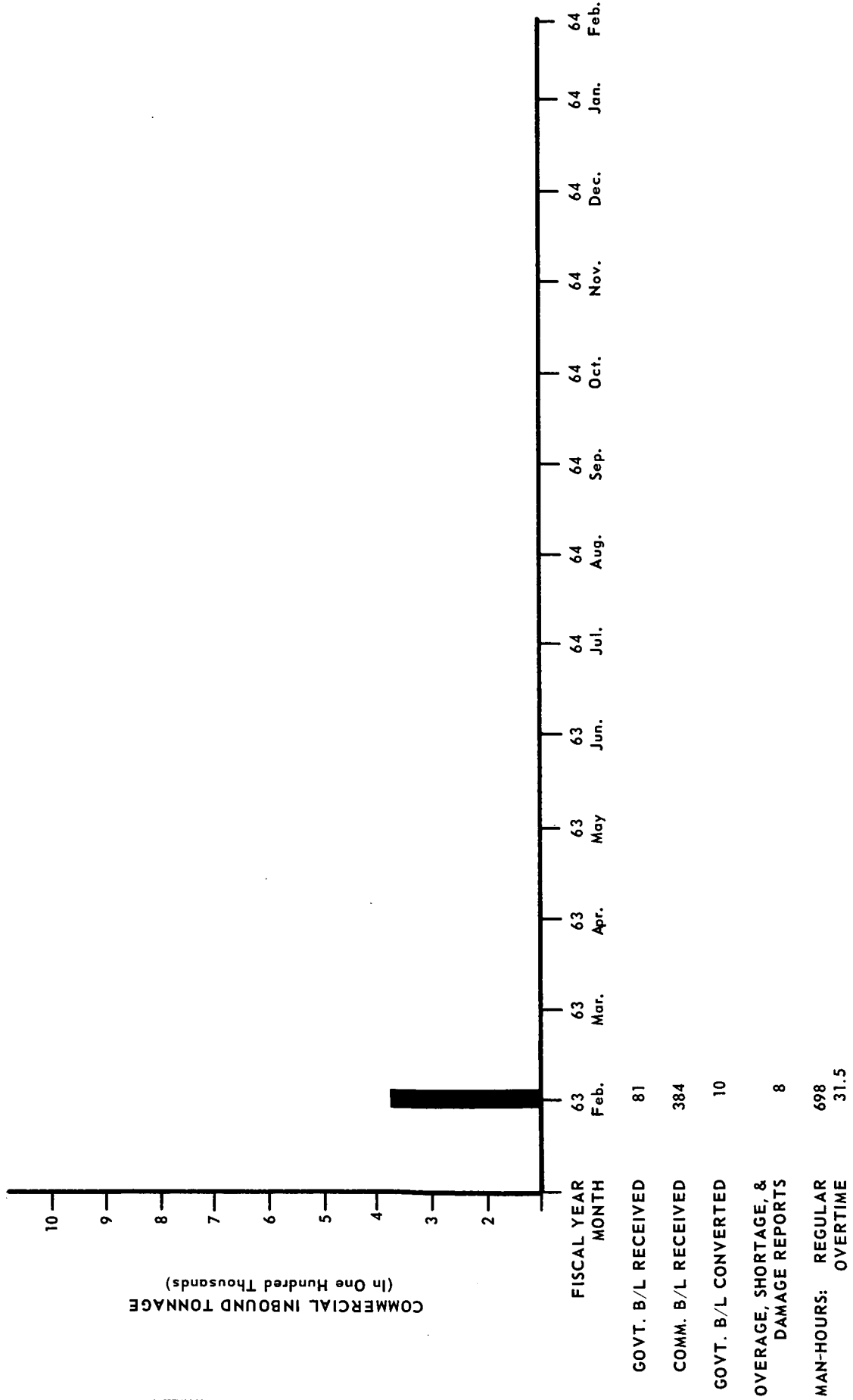
ORDERS EXPEDITED 2161

CALLS IN & OUT 1350

C. Transportation

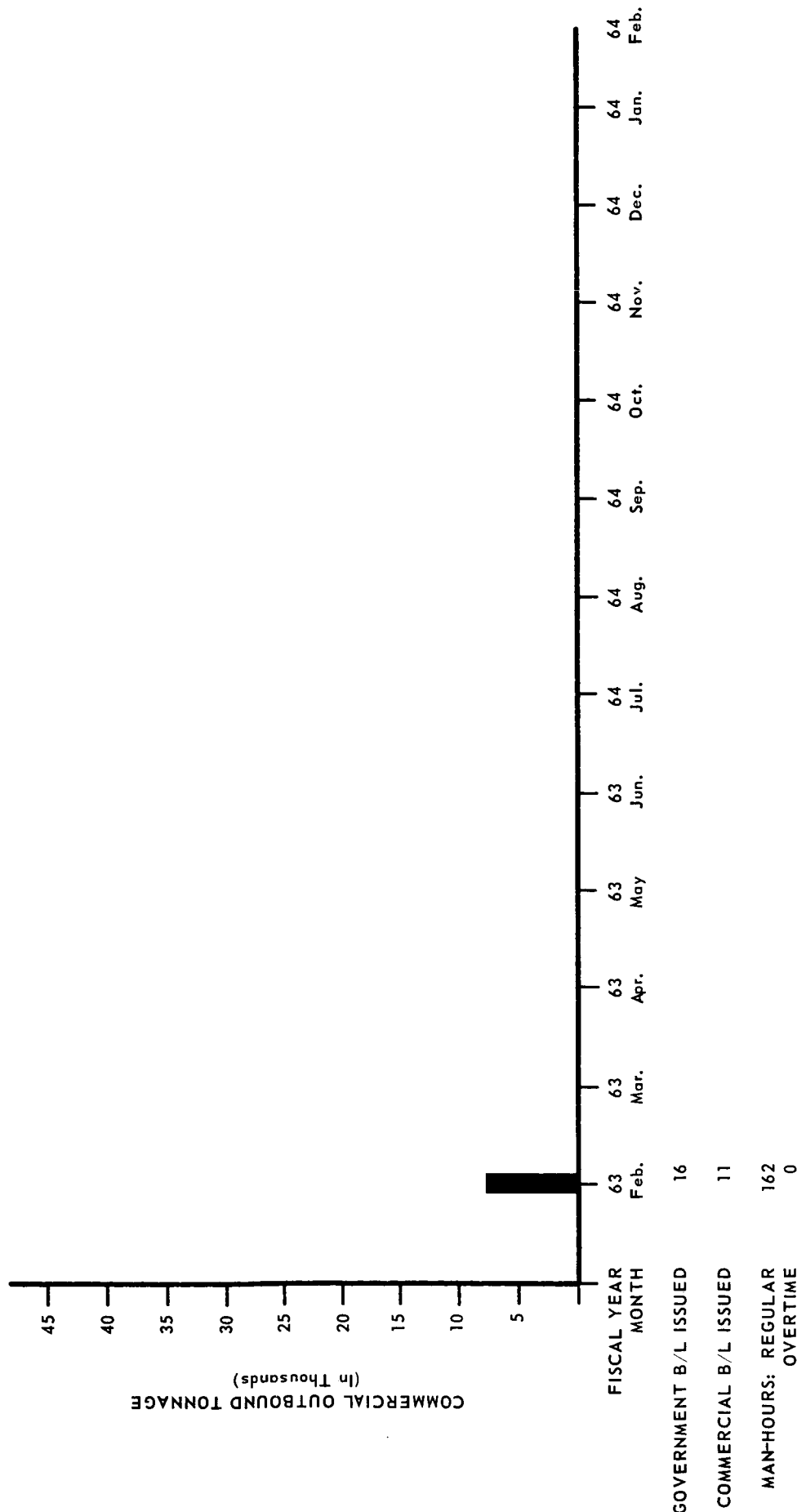
Transportation Branch activities are reflected in bar charts on the following pages.

SUPPORT SERVICES OFFICE
ACTIVITY CHART OF TRANSPORTATION BRANCH
COMMERCIAL FREIGHT SECTION



Included in the work units are the preparation of Receiving Forms, GBL accomplishments, and coordination with PAFB Transportation Office.

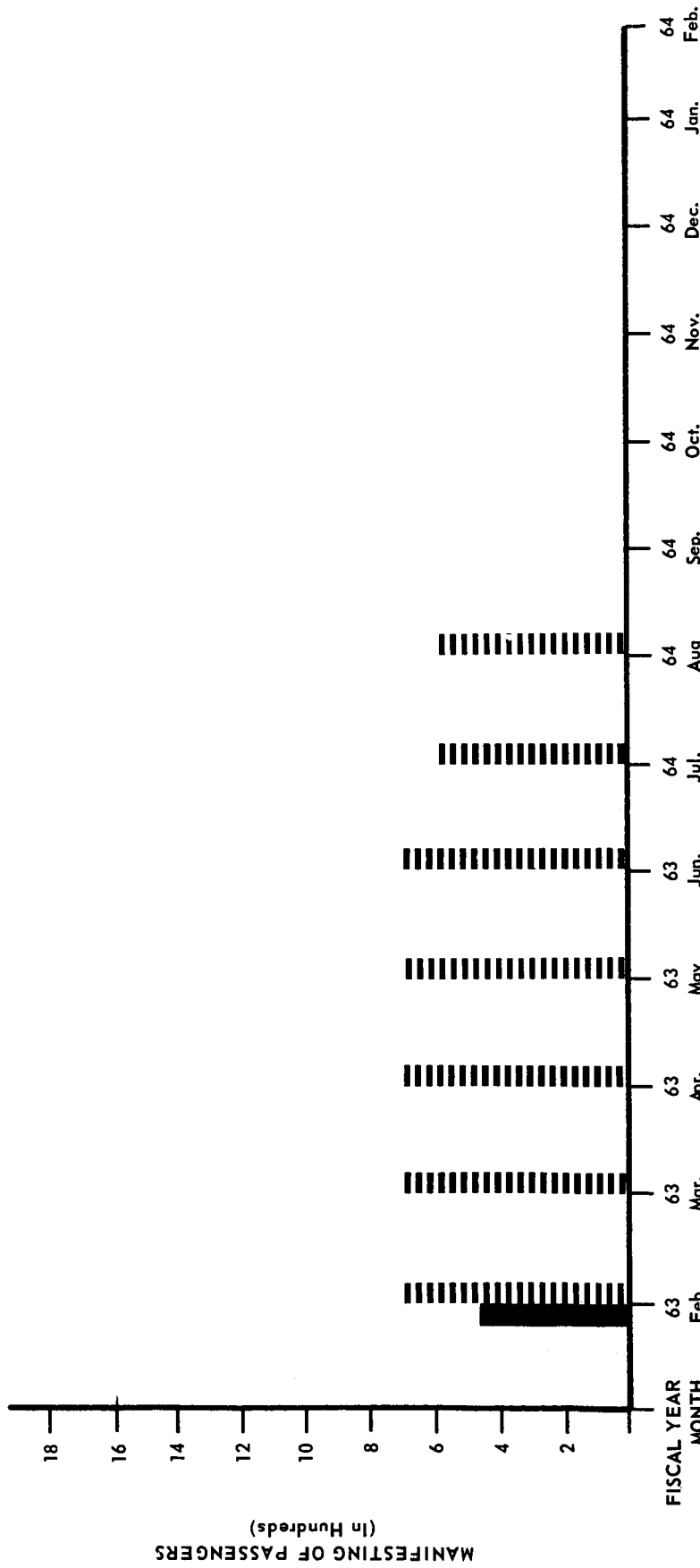
SUPPORT SERVICES OFFICE
 ACTIVITY CHART OF TRANSPORTATION BRANCH
 COMMERCIAL FREIGHT SECTION



Included in the work units are the preparation of shipping documents, forms, and coordination with PAFB Transportation Office.

SUPPORT SERVICES OFFICE
ACTIVITY CHART OF TRANSPORTATION BRANCH
PASSENGER TRAVEL SECTION

COMPLETED
PROJECTED



INFO ON ROUTINGS, SCHED-
ULES, AND ACCOMMODATIONS 90

VEHICLE RENTAL CREDIT
CARDS ISSUED 129

CORRESPONDENCE PREPARED 160

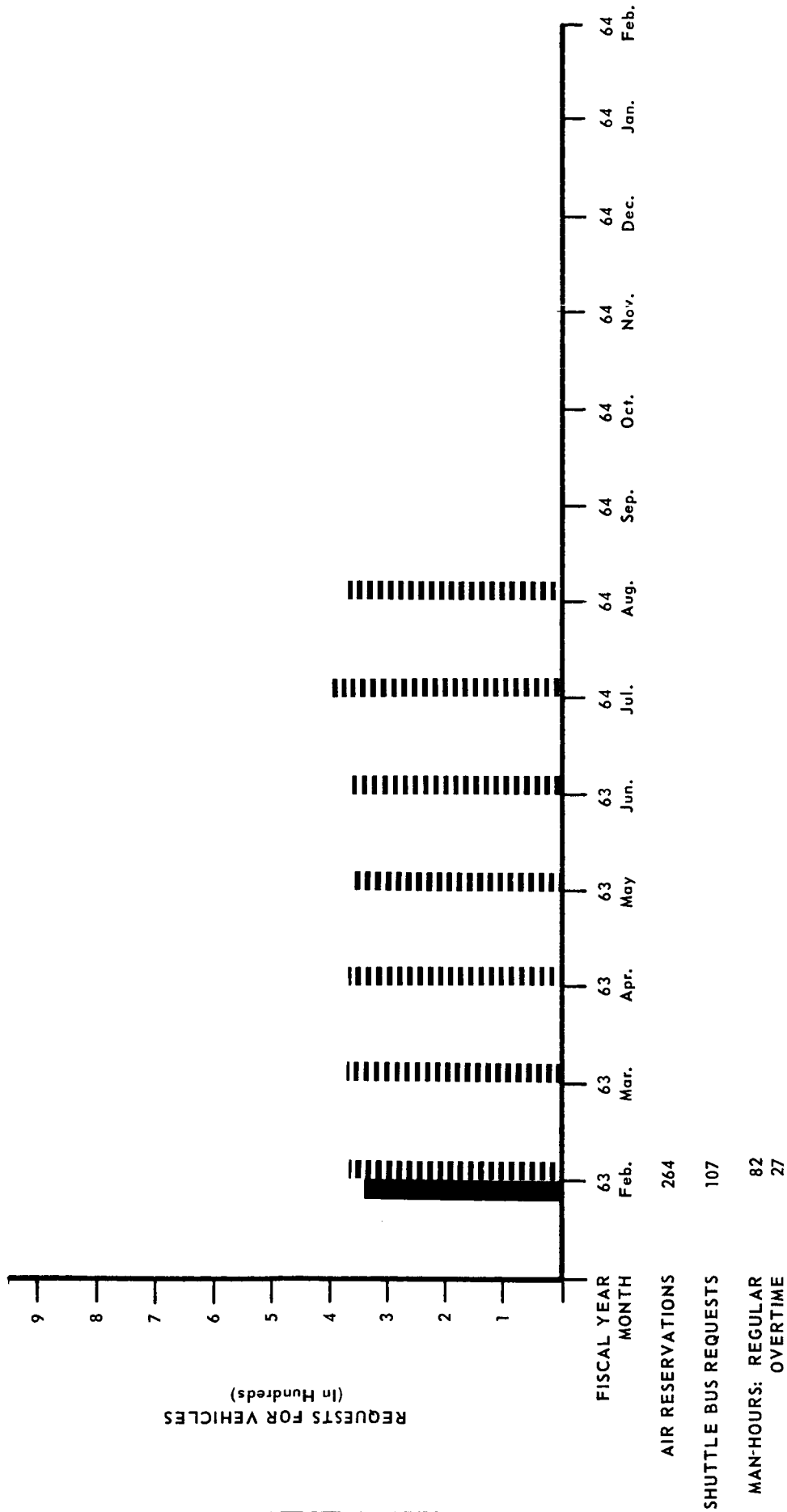
DOCUMENTS POSTED & FILED 1350

MAN-HOURS: REGULAR 365
OVERTIME 73

Work Units presented include interpretation of schedules, meeting in-bound planes,
preparation of various documents, and performance of required typing services.

SUPPORT SERVICES OFFICE ACTIVITY CHART OF TRANSPORTATION BRANCH PASSENGER TRAVEL SECTION

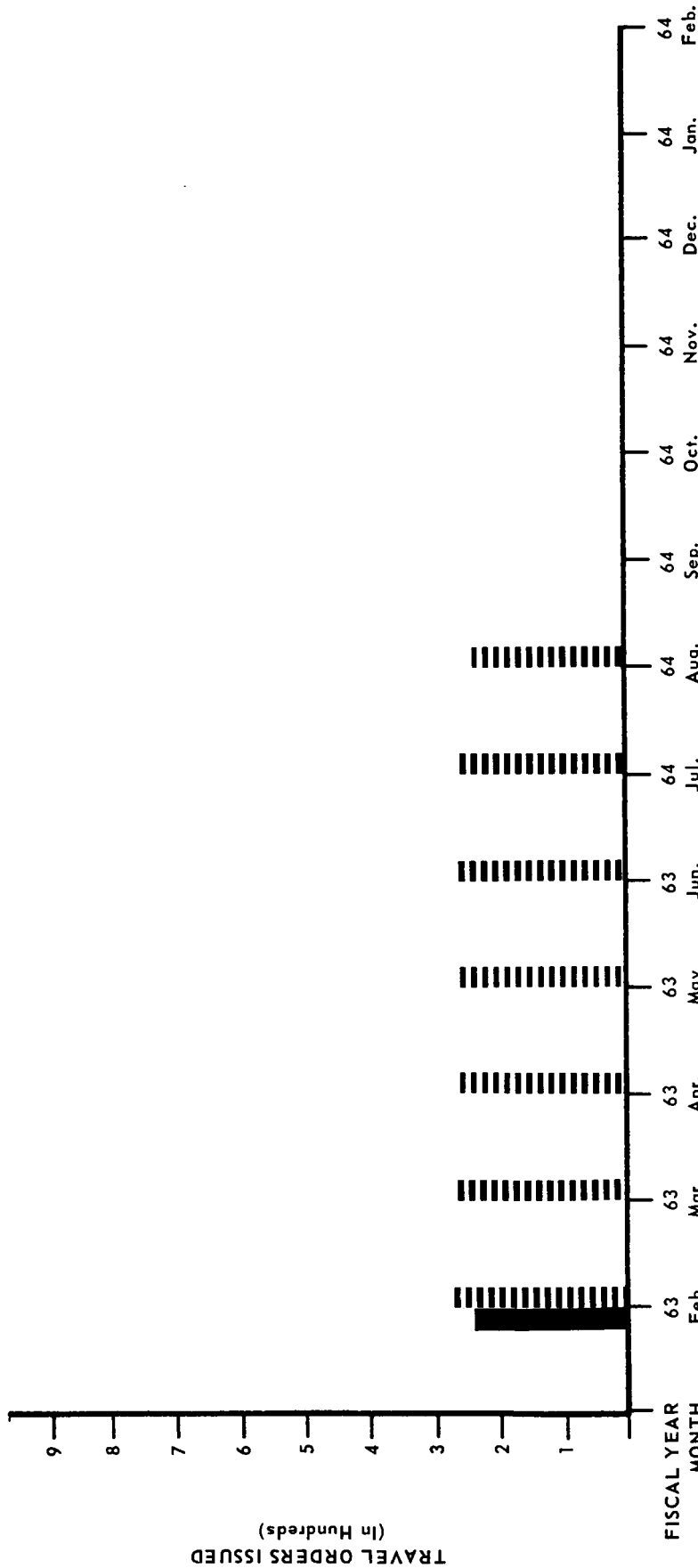
■ COMPLETED
 ▨ PROJECTED



All work units include record keeping, file maintenance, and associated secretarial duties.

SUPPORT SERVICES OFFICE ACTIVITY CHART OF TRANSPORTATION BRANCH PASSENGER TRAVEL SECTION

COMPLETED
PROJECTED

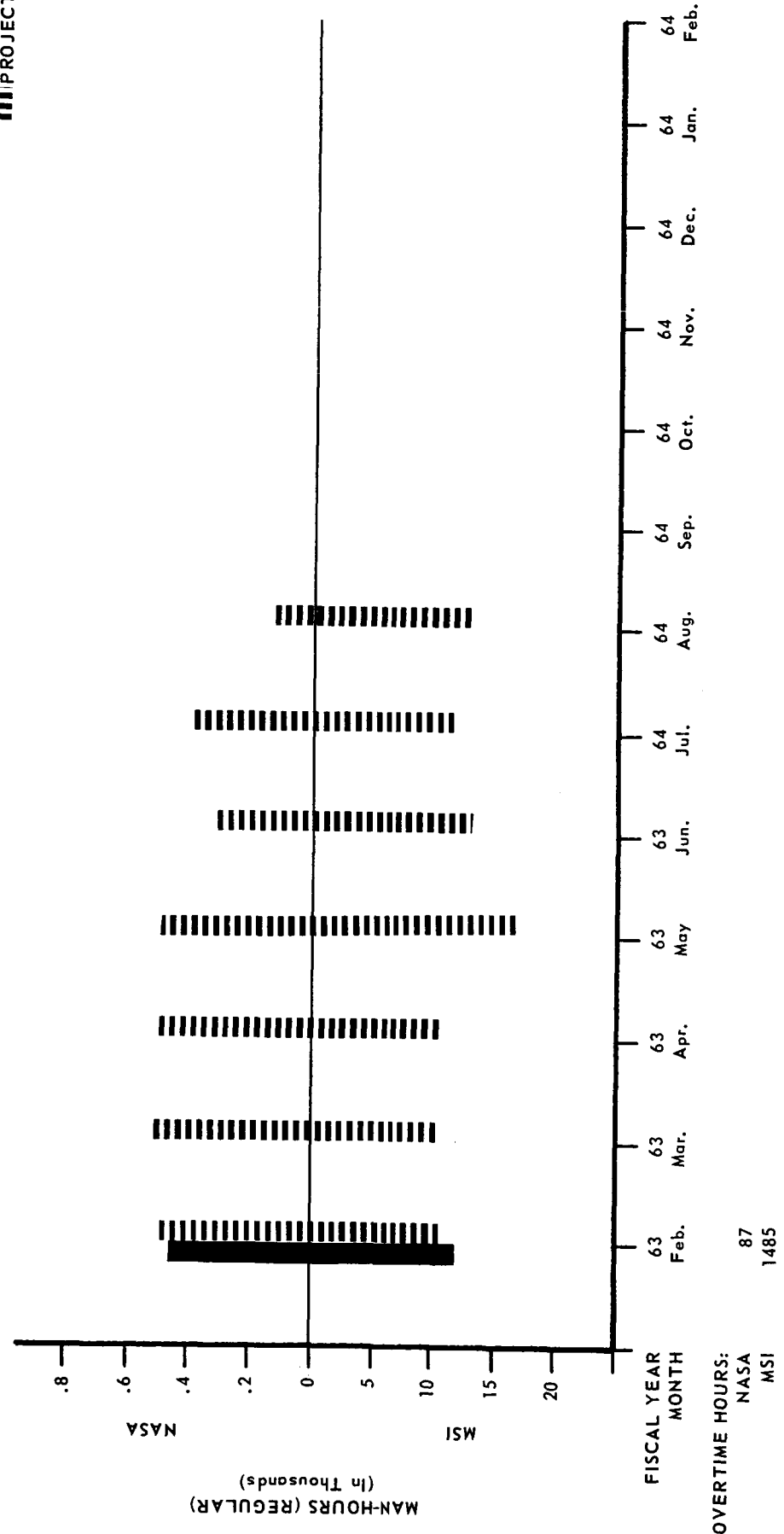


TRAVEL ORDERS CANCELED 11
ADVANCE PAYMENTS 186
TRANSPORTATION REQ. CANCELED 14
MOTEL/HOTEL RESERVATIONS 356
MAN-HOURS: REGULAR 227
OVERTIME 46.5

Included in the work units are the preparation of forms, coordination with various offices, and records management.

SUPPORT SERVICES OFFICE
 ACTIVITY CHART OF TRANSPORTATION BRANCH
 TRANSPORT SERVICE SECTION

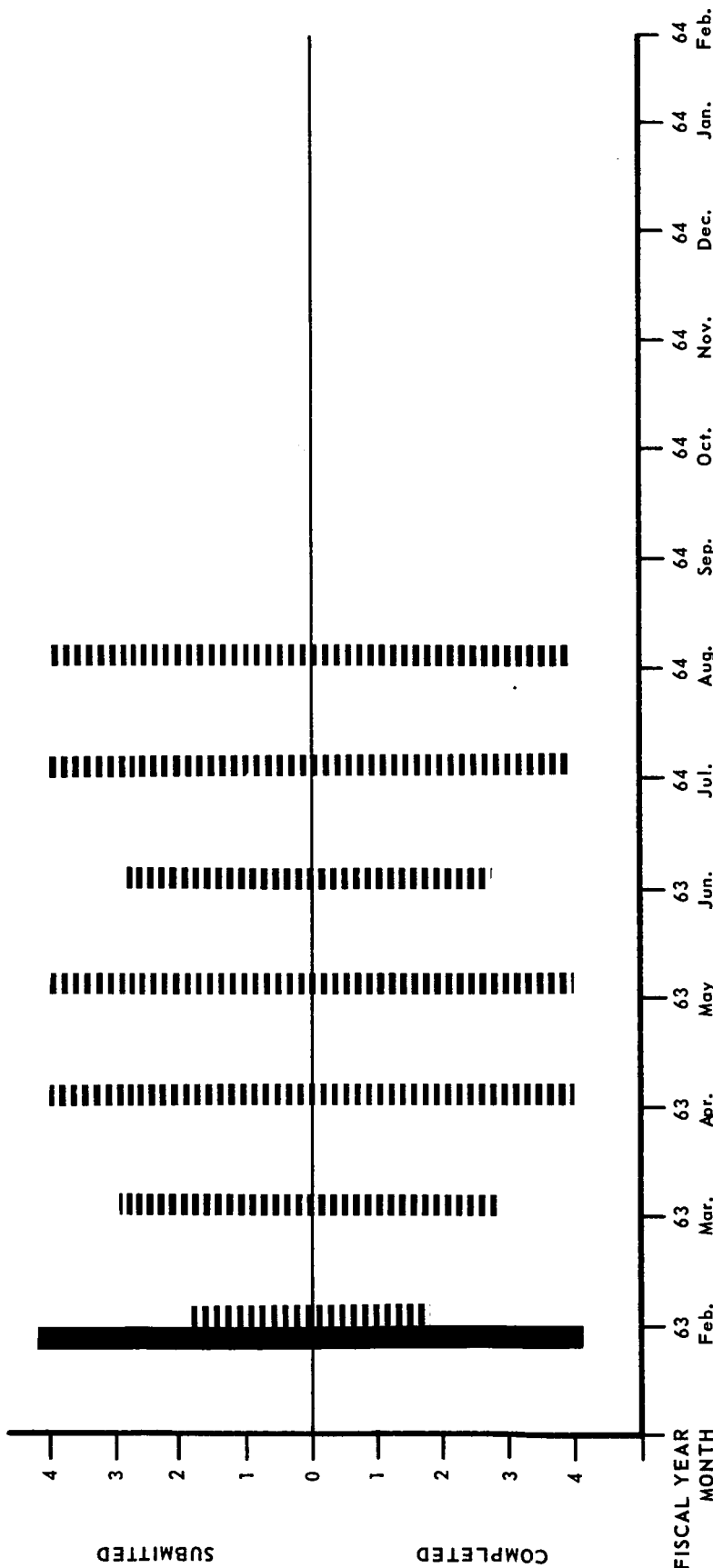
COMPLETED
 PROJECTED



These man hours reflect regular taxi runs throughout LOC and clerical and supervisory activities.

SUPPORT SERVICES OFFICE ACTIVITY CHART OF THE TRANSPORTATION BRANCH TRANSPORT SERVICE SECTION

COMPLETED
PROJECTED



PAA WORK ORDERS:
SUBMITTED 0
COMPLETED 0

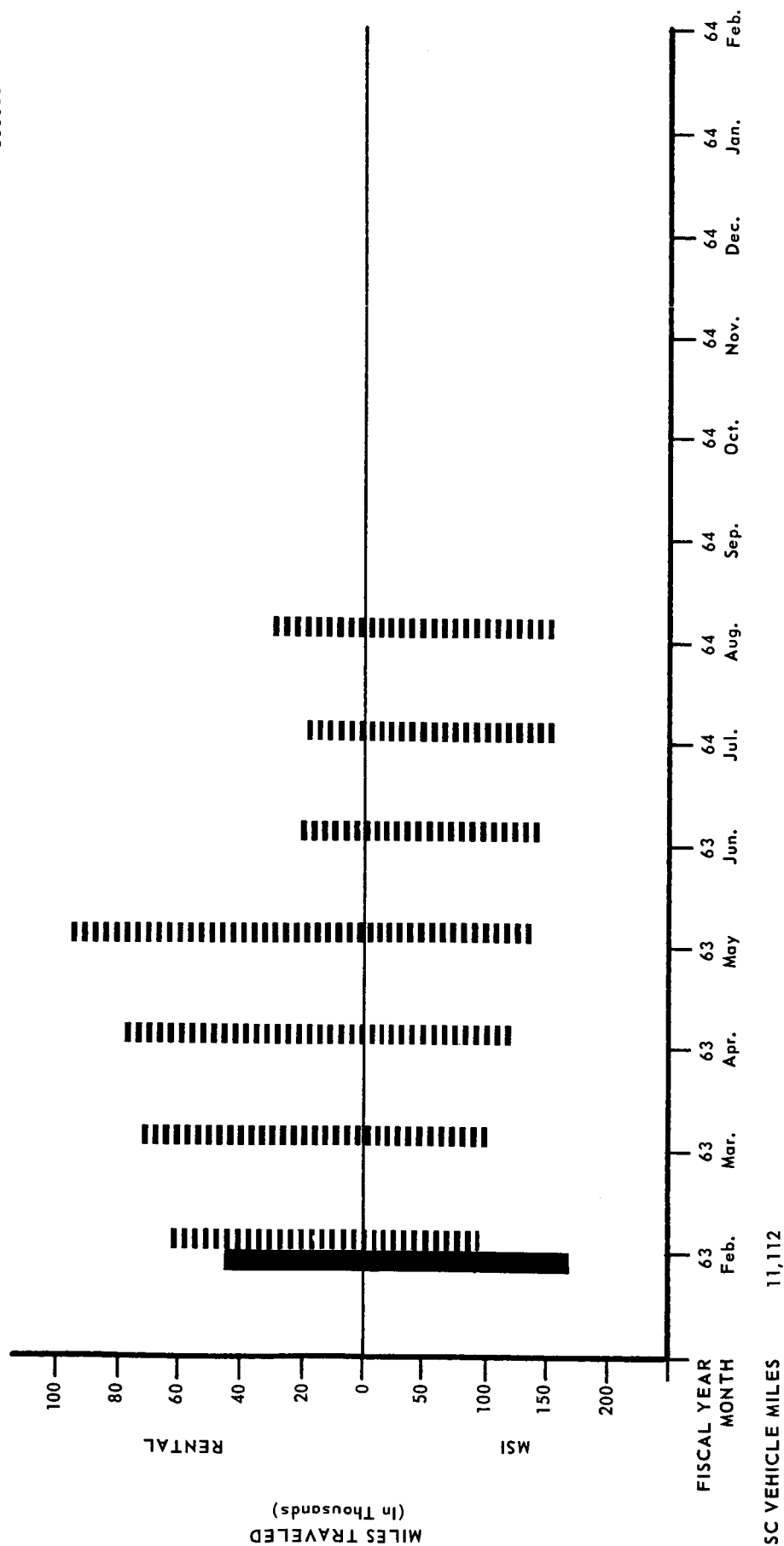
PAFB WORK ORDERS:
SUBMITTED 2
COMPLETED 2

MAN-HOURS 1168

These units reflect all work orders submitted to the shops for vehicle maintenance.

SUPPORT SERVICES OFFICE
 ACTIVITY CHART OF TRANSPORTATION BRANCH
 TRANSPORT SERVICE SECTION

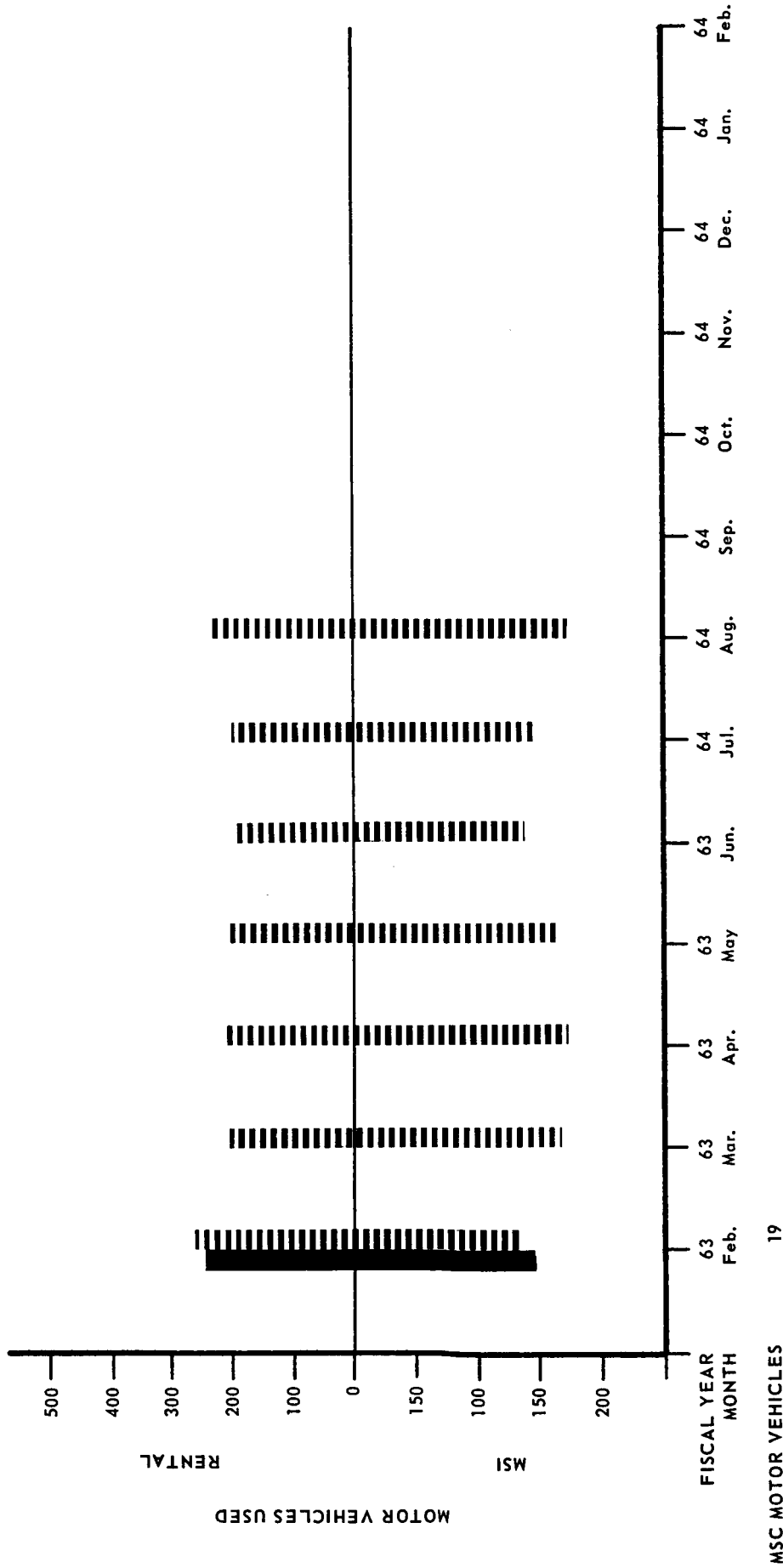
COMPLETED
 PROJECTED



The miles shown depict miles traveled in support of NASA activities at the AMR.

SUPPORT SERVICES OFFICE
ACTIVITY CHART OF TRANSPORTATION BRANCH
TRANSPORT SERVICE SECTION

COMPLETED
PROJECTED



This chart depicts the quantity of all vehicles used to support NASA operations.

VIII SECURITY

A. General

1. The Sheriff of Brevard County, as a guest of the Security Officer, received a briefing and tour of CCMTA and MILA.
2. Two employees of this Office terminated LOC employment.
3. Estimated FY 65 manpower requirements were forwarded to the Program Coordination and Management Office.
4. This Office requested and received permission for staggered shift operation so that the office may be manned from 0700 until 1800 daily.
5. Representatives of this Office participated in a review of the final draft of MILA security requirements.
6. The U. S. Army Chiefs of Industrial Security and Intelligence (G-2) were briefed on security operations at AMR and conducted on a tour of CCMTA and MILA.
7. Preparations were made for participation in contract termination procedures for LC-37.

B. Launch Operations Security

1. Arrival of Saturn S-IV stage at Port Canaveral was monitored by personnel of this office.
2. Special controls were established at LC-34 for protection of Saturn SA-4 space vehicle.
3. Operational security procedures for prelaunch, launch, and postlaunch of Syncom were monitored.

C. Facilities Security

1. Demonstration of a jet-boat was arranged for representatives of the Travel Branch and the Security Office. This type vehicle is under consideration for use in patrolling MILA.
2. After coordination with the Saturn Project Office and MSC, arrangements were made to have the fence between Hangars S and AF removed. This action was taken in order to facilitate movement of personnel between the two buildings.
3. Because of increased activity on MILA a motor patrol was requested for construction area. In addition 20 signs "U. S. GOVERNMENT PROPERTY - NO TRESPASSING" were ordered for posting on MILA to discourage tourists and sightseers from entering the construction zone.
4. Revised security requirements for the LOC Headquarters Building, MILA were submitted to the Facilities Office.
5. Guard orders were revised and distributed for Hangar AF and LC-26.
6. A representative of this office conferred with LOC Communications personnel in regard to physical security requirements of the proposed Cryptocenter on MILA.
7. A. LOC regulation "Control of Firearms" was published and distributed.

D. Visitor Control

During February, 1963 a total of 1,979 separate visitor control actions were accomplished. These actions included issuance of 1,500 visitors' and employees' badges,

establishment of 449 clearances, verification of 30 clearances for employees for-getting badges and confirmation of ten clearances.

E. Document Control

1. Two classified material transmission discrepancies were investigated and reported to the responsible Security Offices.
2. Instructions were issued for disposing of inactive classified document receipts.
3. Coordination was accomplished on a letter regarding policies for un-accounted SECRET documents.
4. A representative of this office coordinated with the Technical Library Branch on the subject of storing classified material.
5. A regulation on the storage of classified material was published and dis-tributed.

F. Identification

Collection of data and processing of personnel LOC Identification Cards is continuing.

G. Investigations

1. One case of breaking and entering occurred at Structure No. 799, Tract J on MILA. A cursory investigation revealed that nothing was missing.
2. Theft of a MILA contractor employee's personal property was referred to the Office of the Sheriff of Brevard County.
3. Several instances of personnel having improper badges on LC-34 were investigated and reported to responsible supervisors.

H. Emergency Planning

An annex to the LOC Disaster Control Plan dealing with emergency protection of classified material was prepared.

I. Security Violations

1. A statistical report and study of the most frequent types of security vio-lations occurring at LOC was prepared and forwarded to the Associate Director for Administration and Services. The report revealed that 89 per cent of all violations have involved open safes.
2. A new LOC security violation regulation was developed and forwarded for concurrence before publication.

J. Security Classification

1. Determinations were made of three inquiries regarding proper classifica-tions.
2. A representative of this office conferred with the Procurement and Contracts Office regarding security classification aspects of the Crawler-Transporter contract.
3. Security classification of the LC-37 propellant transfer system is under study.

4. A draft of the Apollo Classification Guide prepared by NASA Headquarters was reviewed.

K. Personnel Security

1. Fifty-eight security clearances for prospective employees were verified through other agencies.

2. One hundred and eight clearances were certified to various Federal installations and private industry for NASA-AMR employees performing official travel.

3. Fifty-eight background investigations were initiated. Forty-nine completed investigations were received from the Civil Service Commission. Two personal interviews were held to develop additional information for security-suitability adjudication. Twenty-one cases have been closed favorably and two cases were referred to the Personnel Office for a suitability determination.

4. Forty-nine Interim SECRET clearances and eighteen Final SECRET clearances were granted.

5. As of February 1, 1963 certain off-Cape positions were designated non-sensitive. Twenty-one Confidential clearances were granted to personnel in these positions.

6. Twenty National Agency Checks were initiated.

7. Eight terminations were processed.

8. Three reimbursable file reviews and two nonreimbursable file reviews were requested.

9. Forty record searches for Civil Service investigators were conducted.

10. A representative of the Personnel Security Branch met with NASA Headquarters personnel in Washington, D. C. for consultation on personnel security matters.

11. Additional funds were furnished by NASA Headquarters for reimbursable security investigations through the end of the current fiscal year.

12. Clearances of fourteen prospective employees were verified for MSC. Forty clearances were certified to various Federal installations and private industry for MSC employees performing official travel.

L. Security Education

1. Three Security Indoctrination sessions attended by fifty-three employees at AMR were conducted.

2. A new security poster was issued depicting the need for clearance certification prior to official travel.

M. Industrial Security

1. Prewrite conferences on security were held with Martin-Marietta Corporation, Linde Company and Procurement and Contracts Office representatives in attendance.

2. The Security Requirements Check List (DD 254) for a Chrysler Corporation contract was issued.

IX PERSONNEL

A. LOC-LVOD Classification Actions

The total number of LOC-LVOD classification actions for February, 1963 was 107. This brings the FY total to 876. Thirty-two per cent of the actions completed were substantial in terms of man-hours expended to complete them. The total time spent in the field by PMA technicians was fifty-five per cent. The technical capability of the PMA Branch was strengthened by the addition of a fourth Personnel Management Specialist who will assist in servicing LOC elements.

B. Cooperative Education Program

1. Two engineering majors from the University of Miami were brought into the Cooperative Education Program in February, 1963. LOC/LVOD now has thirty-one participants in this program.

2. The Manned Spacecraft Center has requested that the Training Branch provide on-the-job, follow-up and over-all student-employer guidance for MSC co-op students located at AMR.

C. Employee Development

1. Three employees of the Personnel Office completed the NASA PERT and Companion-Cost System Workshop during the reporting period.

2. A total of 145 NASA employees completed an eighty-hour "Basic Transistor" course during February, 1963.

3. Selected employees and supervisors throughout LOC were provided opportunity to attend a number of other executive development and subject matter courses sponsored by Federal and private organizations. One representative attended an "Executive Seminar in ADP"; two attended a course in "Internal Review and Systems Improvement" sponsored by the Army's Finance School; nineteen attended a course in cryogenics conducted locally by staff members of the University of Michigan; two attended GSA's course in "Inventory Management"; and single representatives attended a GSA course in "Small Purchases" and a CSC sponsored conference on the "Management of Human Resources."

4. Eight supervisors attended the second in a series of Supervisory Development Courses which were completed on February 27, 1963.

D. Awards

1. Nine suggestions were received by the Incentive Awards Committee and are presently being evaluated.

2. Containers (stocked with forms and envelopes) for suggestions have been installed at 15 locations throughout LOC.

3. The Incentive Awards Committee recommended adoption of six suggestions. Five have been approved for cash awards totaling \$320.00. The committee requested further evaluation of the sixth.

4. Five nominations for Sustained Superior Performance Awards have been received by the Performance Awards Committee. Two awards approved by the Committee in January, 1963 were approved by the Director.

5. Honorary Service Awards for eligibles as of December 31, 1962 have been signed by the Director and forwarded to appropriate offices for presentation.

6. Nominations are being accepted for the Rockefeller Public Service Award and will be received through April 5, 1963.

E. Travel

One staff visit was made to Huntsville, Alabama to coordinate personnel program activities of particular interest to both LOC and MSFC. Representatives from Goddard and the Manned Spacecraft Center made visits to LOC for a similar purpose.

F. Recruiting

A recruiting campaign under the NASA National Recruiting Program was conducted in St. Louis, Missouri and special drives were conducted in Jacksonville and Orlando, Florida.

G. Personnel Activity

1. In accordance with CSC instructions pay adjustments were processed for 22 professional engineers in grades GS-5 through GS-8.

2. Other activity was as follows:

| | |
|--|-------|
| a. Applicants, personal contact | 1,076 |
| b. Applications and letters received | 877 |
| c. Applications and letters answered | 999 |
| d. Applicants interviewed | 275 |
| e. New employees processed | 37 |
| f. Commitments to employ | 48 |
| g. Promotions | 18 |
| h. Separations | 12 |
| i. Reassignments and conversions | 11 |

X TECHNICAL INFORMATION

A. Audio Visual

1. Photographic

- a. The basic Project Requirements Document (PRD) was prepared.
- b. A representative of this Section received an indoctrination at MSFC on checkout and installation of camera capsules which will be carried aboard Block II Saturn vehicles.
- c. A test to determine the feasibility of performing kinescope recording from the top of the umbilical tower was held at LC-34.
- d. Photographic functions were coordinated for the Syncom launch, MCC modifications, TV test SEDR 213 - spacecraft No. 20, weighing and balancing of Astronauts (Cooper and Shepard), communication test SEDR 195 - spacecraft No. 20, white room activities and spacecraft No. 20.
- e. A 20-minute briefing film (in color) on the space program was completed. A representative of this Section traveled to Houston, Texas in conjunction with this film.
- f. The sound track of NASA film "Lunar Orbital Rendezvous" was translated into German.
- g. The Section has acquired a portable picture screen (72 x 96), mobile projector stand and densitometer.
- h. Representatives of this Section have attended facilities planning conferences for LC-39.
- i. Presentation and evaluation of proposals for an airborne photographic tracking system is continuing. A final draft of a document describing the system has been completed.
- j. Photographic Section organizational plans and facilities for MILA were completed.
- k. Planning for VAB and LUT lighting requirement on MILA has been initiated.
- l. The following films are in production:
 LOC 4-63 A film (sound) to be used in training medical personnel in connection with astronaut recovery. Due April 1, 1963.

LOC 5-63 "Meteorological Data in Space Film," a 20-minute film (color-sound). Script in progress, 40 per cent shooting pending

LOC 7-63 NASA-AMR, a 30-minute film on NASA activities at AMR. Planning stage

LOC 8-63 Monthly progress report, a construction progress film for presentation to the OMSF Council Meeting at LOC. Due March 26, 1963

LOC 9-63 A ten-minute (television release) film on Mercury and Gordon Cooper's MA-9 flight. Completion scheduled prior to MA-9 flight. Headquarters release to news-media for NASA.

LOC 10-63 Engineering film reports. Continuous, made for each vehicle launch.

LOC 12-63 A ten-minute Saturn C-5 LC-39 Concept film (color-sound) using models. Urgent requirement. Will be used by MSC and LOC for staff use and in conjunction with OMSF Council briefings.

LOC-13-63 Astronaut Egress film showing various egress activities employed at AMR.

- m. Provided information relative to installing a new filter in the main water supply line for photographic stations in the Quonset.
- n. Provided information relative to installing a Houston-Fearless processor in the JPL area.
- o. Tests on Mercury TV-to-camera equipment utilizing stock No. 5374 were made.
- p. Type IB Bell and Howell microfilm was processed to provide test information relative to telemetry information on the Saturn program.
- q. Use of Photo-rite quick-process equipment was considered for reducing the waiting period on delivery of finished 8 x 10 prints.
- r. Contractor's Project

| <u>Project</u> | <u>Booster</u> | <u>Payload-Capsule</u> | <u>LOC No.</u> |
|----------------------------------|-------------------|------------------------|----------------|
| Construction | | | 63-22 |
| Support and Engineering | | | |
| for Ranger | | | 63-26 |
| Ranger | | RA-6 | 63-27 |
| Delta Vehicles Engineering | | | 63-29 |
| Delta | Unassigned | | 63-30 |
| Delta | | Relay A-16 | 63-31 |
| Delta | | Syncom A-25 | 63-32 |
| Delta | | S-6 | 63-33 |
| Mercury | | MA-9 | 63-34 |
| Jupiter | | | 63-9 |
| Atlas/Centaur GSE | | | 63-35 |
| Atlas/Centaur | 116 D No. 3 | | 63-36 |

2. Reproduction

- a. Two employees of this Section attended the Xerox Service Seminar in Tampa, Florida during February 17-20, 1963.
- b. Employees of this Section provided services for the Central Florida Fair at Orlando, Florida.
- c. Production

| <u>Machine Categories</u> | <u>Originals</u> | <u>Units</u> |
|---------------------------|------------------|--------------|
| Press | 10,593 | 1,338,425 |
| Camera | 1,981 | 2,220 |
| Copy-Flo Xerox | 5,722 | 65,180 |
| Xerox 914 | 35,442 | 147,736 |
| Diazo | 19,406 | 691,423 |
| Oscillograph | 509 | 34,860 |
| Collator | 31,172 | 381,020 |
| Drill | | 2,328 |
| Staple | | 32,564 |
| Pad | | 34,300 |
| Fold | | 159,044 |
| Wrap | | 37,550 |

d. Field Photographic Unit

| | |
|---|--------------|
| Negatives exposed by RCA, Processed by LOC | 1,027 |
| Negatives exposed by LOC, Processed by LOC | 50 |
| Negatives printed | 876 |
| Total prints made | 4,236 |
| Total slides made by LOC | 461 |
| Total slides made by RCA | 228 |
| Total viewgraphs made by LOC | 126 |
| Motion pictures footage received and distributed .. | 162,685 |
| Still prints received and distributed | 9,502 |
| Negatives received and distributed | 1,802 |
| Charts processed by RCA | 15 |
| Work orders processed to RCA | 574 |
| Ditto 756 captions | 3,870 |
| Filing | 163-1/4 hrs. |

B. Reports and Publications

1. Technical Reports

The Technical Reports Section prepared 14 documents with a total of 602 manuscript pages. The Section also supplied 2071 hours of support to other elements of LOC and to MSFC, MSC, GSFC, PMR and NASA Headquarters. The reports are tabulated as follows:

| | <u>No.</u> | <u>Pages</u> |
|---|------------|--------------|
| MILA Contracting Concept Report | 1 | 226 |
| Monthly Progress Report, Technical | 1 | 34 |
| Firing Test Report, Part IIb, CTL-106 .. | 1 | 15 |
| VLF 39 Tech. Description | 1 | 26 |
| Tech. Man. Closed Circuit TV | | |
| LC-34, Outline | 1 | 48 |
| MILA Report | 1 | 31 |
| Style Manual | 1 | 50 |
| General Publications Specification, Final.. | 1 | 34 |
| Changes to Final Repro. on SA-3 | | |
| Acoustic Report | 1 | 75 |

| | <u>No.</u> | <u>Pages</u> |
|---|------------|--------------|
| Eval. Report, Photo-optical Surv. System | 1 | 14 |
| Consolidated Inst. Plan, Part IIa (SA-4)..... | 1 | 31 |
| LOC Detailed Specs (Draft) | 1 | 18 |
| TOTAL | 14 | 602 |

2. Presentations

| a. Preparations | <u>Pages</u> |
|---|--------------|
| London, Berlin, and Frankfort speeches (LOC Director) | 92 |
| Berlin and Frankfort film commentaries | 30 |
| Visual aids for Director's speeches | |
| AIAA paper for Col. C. Bidgood | 31 |
| Slides for AIAA speech for Col. C. Bidgood | |
| Draft of AIAA paper for Lt. Col. R.A. Petrone | 45 |
| Position Data Sheet for Administrative Services | 1 |
| Memorandum for preparation of Management Council Report... | 1 |
| Draft of Financial Management Manual | 120 |
| Study of LOC conference facilities | 7 |
| Regulations concerning conferences | 3 |
| Description of MILA food services | 14 |
| Abstract of AIAA speech for Col. C. Bidgood | 2 |
| Redesigned information pamphlet on GSFC | |
| Centaur fact sheet for GSFC | 3 |
| Translation (French) of paper by M. Ver Eecke | 30 |
| ASME speeches for LOC Director | 19 |
| b. LOC Newspaper | |
| Prepared 156 articles | 197 |
| Prepared captions for accompanying pictures | 58 |
| c. Distributed 1,000 stuffers at Central Florida Fair and | |
| 606 stuffers to various requesting parties. | |
| d. Researched ten different newspapers daily and clipped | |
| items related to space activities | 290 |
| e. This Section was also responsible for ordering and filing slides, | |
| prints, and associated graphic presentations to support the Technical Information Office. | |

3. Management Reports and Forms Control

- a. Forms. Fifty one new LOC forms were developed, three existing forms revised, one MSFC form modified and four forms from other Federal agencies processed.
- b. Reports. One Monthly Progress Report, four weekly Range Schedule Reports and two Program Management Plan status reports (a total of 81 pages) were prepared.
- c. Support. Writing support (313 man-hours) was provided to other elements of LOC.

C. Technical Library

1. Books, Pamphlets and Journals

a. Acquisition Unit:

| | |
|--|-----|
| New title requests received and processed | 78 |
| Repeat title requests | 29 |
| Information requests | 77 |
| Books and pamphlets ordered | 292 |
| Subscriptions ordered | 28 |
| Translations ordered | 6 |
| Library of Congress cards ordered | 165 |
| Library supplies ordered | 75 |
| Library supplies received | 120 |
| Purchase requests typed, signed and forwarded | 22 |
| Purchase orders received and filed | 13 |
| Telephone calls regarding requests | 153 |
| Correspondence initiated regarding library materials already received | 16 |
| Reproduction work orders | 42 |
| Xerox journal articles and reprints | 78 |
| Library correspondence (general) | 49 |
| SR and Req. numbers put on Library acquisition cards | 90 |
| after purchase requests returned from Property Management Branch | |

b. Catalog Unit:

| | |
|---|-----|
| New books cataloged | 100 |
| New pamphlets, translations, and maps indexed | 67 |
| Additional copies of books, pamphlets, maps and translations cataloged and indexed | 130 |
| Recataloged books and pamphlets | 23 |
| Catalog slips (LC) made for each new book | 296 |
| Catalog slips (LC) filed for each new book | 390 |
| Checked periodicals for binding | 105 |
| Sort periodicals not for binding | 213 |
| Cards for books and pamphlets filed | 776 |

c. Circulation and Distribution Unit:

| | |
|--|-------|
| Mail (pieces received and sorted) | 1,119 |
| Books charged out | 230 |
| Books checked in | 173 |
| Technical journals received | 217 |
| Technical journals circulated and returned | 271 |
| Newspapers received | 314 |
| Newspapers circulated | 113 |
| Pamphlets checked out | 132 |
| New Library registrants | 87 |

| | |
|--|-------|
| Change of address notices mailed out to subscription publishers . . . | 24 |
| Telephone calls | 93 |
| Employee outgoing clearances | 53 |
| Pamphlets checked in | 41 |
| d. Reference Unit: | |
| New unclassified reference manuals set up | 28 |
| Additions and deletions to reference manuals | 893 |
| Reference questions answered | 103 |
| Indexes, bibliographies and list made per requests | 13 |
| Telephone calls | 118 |
| 2. Documents | |
| a. Acquisition Unit: | |
| Incoming document requests received and processed . . . | 209 |
| Outgoing document requests | 42 |
| Documents received and processed (sign for, stamp, copy numbers, folders and labels typed) . . . | 615 |
| Unclassified microfische received and filed | 1,457 |
| Classified microfische received and filed | 389 |
| Hard-back copies of reports on microfische received and filed . . . | 33 |
| Sets of cards for microfische placed in numerical order | 30 |
| Translations requested and received. | 3 |
| Reproduction work orders | 40 |
| Xeroxing subject cards (58), reports (55) and receipts for classified documents (20) | 133 |
| b. Catalog Unit: | |
| Documents cataloged | 320 |
| Abstract cards typed | 220 |
| Library Abstract Bulletin collated | 215 |
| Cards sorted and filed for source, title, author, contract and subjects | 9,240 |
| Typing and filing cards needed in card set for microfische | 95 |
| Subject headings assigned per report on microfische . . . | 869 |
| Translations cataloged. | 12 |
| Type labels on folders and reports | 320 |
| c. Circulation & Distribution Unit: | |
| Documents received and sorted | 423 |
| Documents signed out | 183 |
| Abstracts, indexes and special publications circulated and distributed | 227 |

| | |
|---|-----|
| Documents mailed out | 31 |
| Reproduction work orders | 18 |
| TL Abstracts Bulletin No. 2 printed and distributed . . | 162 |
| New Library registrants | 87 |
| Telephone calls | 163 |
| Copies of document receipts for SECRET documents . . | 342 |
| forwarded to ADPS for computer processing | |
| Reports returned on Inter-Library Loan | 39 |
| Paper transfer of Central Files Confidential material . . | 135 |
| to Administrative Services Branch | |
| Employee outgoing clearances | 53 |

d. Research Unit:

| | |
|--|-------|
| New manuals on NASA Programs set up | 23 |
| Additions and deletions to these manuals | 693 |
| Reference questions answered | 59 |
| Searches | 193 |
| Telephone calls | 134 |
| Documents checked in the annual SECRET inventory . . | 97 |
| Documents downgraded (automatic downgrading) | 69 |
| Documents filed | 1,120 |

D. Historian

1. Research and writing continued on "Historical Origins of LOC," "History of LOC, July-December 1963," and the MILA land acquisition monograph.
2. Received copies of January segment of "Astronautics and Aeronautics, 1963" for review and distribution.
3. Provided 14 hours of clerical support to the Presentations and Technical Reports Sections.

XI. MSFC LIAISON

A. Disposition of Mail

1. Classified:

| | |
|--|-----|
| a. Number of pieces received | 715 |
| b. Number of pieces dispatched | 500 |
| c. Number of receipts typed | 15 |
| d. Number of receipts filed | 35 |
| e. Number of registered pkgs. received | 5 |
| f. Number of registered pkgs. dispatched | 2 |
| g. Number of pieces destroyed | 105 |

2. Unclassified:

| | |
|--|--------|
| a. Number of pieces received | 25,500 |
| b. Number of pieces dispatched | 24,000 |

B. Records Administration

1. Number of documents indexed and filed:

| | |
|---------------------------|-------|
| a. Classified | 110 |
| b. Unclassified | 1,500 |

2. Number of documents destroyed:

| | |
|---------------------------|-------|
| a. Classified | 105 |
| b. Unclassified | 1,000 |

3. Documents searched and referenced

50

4. Documents requested

1

5. Specifications (Engineering):

| | |
|------------------------|----|
| a. Requested | 38 |
| b. Received | 28 |

6. Drawings (Engineering):

| | |
|------------------------|-----|
| a. Requested | 116 |
| b. Received | 78 |

C. Communications and Reproduction

1. Datafax Messages Transmitted

221

2. Datafax Messages Received

139

3. Copies reproduced locally.

45,968

D. Personnel Services

1. Personnel Actions:

| | |
|--|---|
| a. Number of requests | 2 |
| b. Number of SF 50's received and posted | 4 |

2. Job applicants interviewed

12

3. Number of new employees (temporary)

1

4. Telephone calls received concerning employment

51

and referred to Personnel Office

| | | |
|----|--|--------|
| E. | Travel | |
| 1. | Travel orders typed and processed | 105 |
| 2. | Travel vouchers typed and processed | 95 |
| 3. | Commercial air travel reservations requested and | 26 |
| | confirmed | |
| 4. | Contract air travel reservations requested and confirmed . . | 275 |
| 5. | Hotel-motel reservations requested | 230 |
| 6. | NASA Forms 658 (space available spaces) completed . . . | 90 |
| F. | Transportation | |
| 1. | Ground: | |
| a. | NASA motor vehicle miles operated | 3,071 |
| b. | Special mail deliveries and pickups off base. | 20 |
| c. | Special taxi and messenger services | 22 |
| d. | Cargo deliveries | 27 |
| e. | Maintenance of LVO vehicles each month | 12 |
| f. | Vehicles spotted at airport for passengers | 44 |
| g. | MSI taxis set up for LVOD and LOC passengers. | 53 |
| 2. | Air: | |
| a. | Martin 404 | |
| | (1) Round trips to Cape | 13-1/2 |
| | (2) Passengers | 501 |
| | (3) Pounds of cargo | 12,079 |
| b. | Jetstar | |
| | (1) Trips (Cape Canaveral, Houston, Washington, . | 11 |
| | D. C., West Coast, etc.) | |
| | (2) Passengers | 39 |
| c. | Aero Commander | |
| | (1) Round trip (PAFB) | 1 |
| | (2) Passengers | 5 |
| | (3) Pounds of cargo | 10 |
| d. | Beechcraft | |
| | (1) Round trip (Cape to Huntsville) | 1 |
| | (2) Pounds of emergency missile spares | 40 |
| e. | Army L-23 | |
| | (1) Round trip (PAFB) | 1 |
| | (2) Pounds of emergency missile spares. | 210 |
| G. | Visitor Coordination | |
| 1. | AMR visit approvals | |
| a. | Requested | 346 |
| b. | Approved. | 344 |
| c. | Disapproved | 2 |
| d. | Cancelled | 13 |

| | | |
|----|---|-------------------------|
| 2. | Trips made to airports by LVO personnel to meet passengers | 50 |
| 3. | Protocol services | 4 |
| 4. | Visitors escorted | 7 |
| H. | Supply Transactions | |
| 1. | Emergency items requested for Cape. | 267 |
| 2. | Emergency items received and sent to Cape | 295 |
| 3. | Emergency items coordinated for return from Cape | 127 |
| 4. | Emergency items coordinated for Shipment to Cape by van and other modes of transportation | 227 |
| 5. | Equipment coordinated and shipped by van. | 9 vans (26,400 lbs.) |
| 6. | Transportation required in support of supply transactions | |
| a. | Special deliveries made | 63 |
| b. | Special pickups made | 41 |
| I. | Miscellaneous | |
| 1. | Posted and maintained time and labor job cards | |
| 2. | Furnished clerical assistance (98 hours) | |
| 3. | Destroyed files (1.5 linear feet) | |
| 4. | Typed badge cards (4) | |
| 5. | One employee made a roundtrip to PAFB, handcarrying emergency missile spares | |
| 6. | Three employees completed course conducted by MSFC Training Section | |

DISTRIBUTION

| | | | |
|--------|-------------|----------|--------------|
| LO-DIR | Fagnant | -JVG | Walsh |
| -A | Bailey | -JVP | Murphy |
| -ADM | Parke | -JVR | McLearn |
| -B | Longacre | -K | King |
| -C | Barney | -NL | Foster |
| -CM | Guthrie | -O | Hardin (6) |
| -CP | Greenglass | -OA | Hopton |
| -CS | Pearson | -OM | McClintock |
| -FIN | Cissel | -OT | Herring |
| -FIN | Melton | -P | Hursey |
| -FMS | Campbell | -P&C | Michaud |
| -FMS | Heller | -Q | Body |
| -J | Russo | -RI | King |
| -JH | Lindemann | -RP | Loy |
| -JL | Russell (5) | -S | Buckley |
| -JR | Hawkins | -U | Siebeneichen |
| -JRM | Leslie (3) | M-LVO-GP | Twigg |
| -JRP | Mercer | -OA | Fagnant |
| -JRT | Hill | -OL | House |
| -JV | Crain | -OL | Cobb |

NASA Headquarters:

Director, Program Review and Resources (MPR M),
 Office of Manned Space Flight
 Assistant Director for Launch Operations (MLO)
 Office of Manned Space Flight

TOTAL 52